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**TOWN OF OAKVILLE – RECREATION & CULTURE DEPARTMENT  
AQUATIC SERVICES JOB DESCRIPTION**

**Position Title:** Cashier / Aquatics  
**Reports To:** Recreation Coordinator – Aquatics  
**Pay Code:** 8103

**Current Revision:** January 2023  
**Next Revision:** January 2026

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**PRINCIPLE RESPONSIBILITY**

Cashiers operate cash registers, POS machines to record and accept payment for purchase of "wet wares", literature, services and admissions. The cashier is responsible for initiating the screening process to ensure those gaining access to the pool understand and meet the recreational swim admission standard.

**QUALIFICATIONS**

**Current within 2 years:** LSS Bronze Cross  
Satisfactory Police Information Check current within 30 days of submission  
**Current within 3 years:** Standard First Aid with CPR (Level C)

**Note:** All qualifications must be current for the entire program session (e.g. Fall, Winter, Spring, Summer) for which the employee has been hired. Verified copies of all awards must be kept on file with Aquatic Services.

**PHYSICAL REQUIREMENTS**

- Ability and fitness level to perform lifeguarding and rescue skills at or above the standard of their highest award.

**PRIMARY DUTIES**

- Maintains effective public relations employing tactful, polite and helpful demeanor. Educates the public with respect to water safety and Town policies and procedures.
- Responsible for access control during recreational swims.
- Continually aware of the patron/lifeguard ratio, and pool capacity at each facility where he/she works. Monitors number of patrons accessing the pool and keeps supervisor and lifeguards informed of current numbers.
- Initiates the screening process to ensure those gaining access to the pool understand and meet the recreational swim admission standard and assists with the administration of swim tests..
- Identify the correct price of goods and/or services purchased using the recreation management software
- Receive payment by cash, cheques, credit card debit, gift card or account credit.
- Calculate total payments received at the end of the work shift and reconcile with total sales. Maintains complete and accurate records
- Provide information on the products and services offered by the Recreation and Culture department
- Working knowledge of the recreation management software including account creation, memberships, drop-in and pre-registered program registration and withdrawals, and executing reports
- Follows proper cash handling procedures including opening and closing procedures, preparation of deposits, and cash security
- May inventory and stock supplies or clean counter area.
- Responsible for securing the pool, directing emergency services, and maintaining crowd control during emergency situations.
- Performs water tests and pool maintenance as required while adhering to all WHMIS legislation as it applies to assigned duties.
- Other duties as assigned.

**THE CASHIER MUST:**

- Attend all staff training sessions pertinent to the position.
- Be available to fulfill the work schedules as posted.
- Wear the current Aquatic Services uniform and first aid pack at all times.
- Have an understanding of Town of Oakville policies, emergency procedures, and fire safety plan, and respond appropriately to all situations, executing proper rescue techniques and providing first aid where necessary.