

**CITY OF BELLE GLADE
CLASS DESCRIPTION
2000**

CLASS TITLE: CASHIER

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to serve patrons of City recreational facilities. The class is responsible for serving patrons, renting recreational facilities, accepting money, and keeping records. The class works according to some procedures; decides how and when to do things under general supervision.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Meets and greets customers and answers questions concerning recreational facilities, rules, and procedures for using facilities.

Collects fees and charges for recreational facilities use; processes in accordance with prescribed procedures.

Completes documentation associated with cash receipts and bank deposits; deposits money as required.

Inspects facilities and enforces rules for use.

Gathers and maintains information to support periodic and special reports documenting recreational facilities activities and events.

Attends meetings to exchange information; attends in-service training as required.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT: Data are information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Computes or performs arithmetic operations using data or information.

PEOPLE INVOLVEMENT: People include coworkers, workers in other areas or agencies and the general public.

Serves others such as customers, attends to their requests and exchanges information with them.

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INVOLVEMENT WITH THINGS: Things are inanimate objects such as substances, materials, machines, tools, equipment, work aids, and products. A thing is tangible and has shape, form, and other physical characteristics.

Handles or uses machines, tools, or equipment that require little or no prior experience such as mops, brooms, copiers, calculators, or similar small items.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS: Reasoning requires consideration of factors and variables to derive solutions to problems.

Performs semi-routine work solving occasional problems.

MATHEMATICAL REQUIREMENTS: Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Performs basic addition and subtraction, such as making change or measuring.

LANGUAGE REQUIREMENTS: Language involves the ability to read, write, and speak.

Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.

MENTAL REQUIREMENTS: Mental ability involves analysis, initiative, ingenuity, creativity, and concentration required by the job and the presence of any unusual pressures present in the job.

Performs clerical and manual tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION: Vocational/Educational preparation includes job specific training and education required for entry into this job. The training and education may be acquired in a school, work, military, institutional or vocational environment. It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions of any new job, nor does it include the amount of time that a worker spends to learn reasoning, language, and mathematical skills, which are often learned in school.

Requires high school, GED, or specialized vocational training.

SPECIAL CERTIFICATIONS AND LICENSES: Special Certifications and Licenses refers to state, federal, or professional certifications or licenses required to enter or maintain the job.

None

EXPERIENCE REQUIREMENTS: Experience refers to the amount of work experience that is required for entry level into the position that would result in a reasonable expectation that the employee can perform the job. It may be experience that can be gained on the job or experience in a previous job.

Requires over one month and up to and including three months.

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AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS: Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement.

Requires sedentary work that involves sitting most of the time; may involve walking or standing for brief periods of time; requires little or no dexterity.

ENVIRONMENTAL HAZARDS: Environmental hazards refers to the job conditions that may lead to injury or health hazards even though precautions have been taken.

The job risks exposure to no significant environmental hazards.

SENSORY REQUIREMENTS: Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.

The job requires normal visual acuity, and field of vision, hearing, and speaking.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS: Judgments and decisions refers to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Guides others making a few decisions, affecting the individual and patrons.

ADA COMPLIANCE

The City of Belle Glade is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.