

# *Admissions/Concessions Clerk*

City of Tonganoxie

Seasonal Position

**Experience:** No experience is required.

**Technical Skills:** A working knowledge of mathematics and the ability to count change is required. Must have excellent customer service and time management skills.

**Supervision:** Under direct supervision of the Pool Manager. Position may exercise limited supervision over subordinate personnel.

**Personal Relations:** Daily frequent contact with the general public, co-workers, and supervisory personnel is expected. Incumbent is expected to be professional and courteous at all times.

**Working Conditions:** This employee works in an outdoor environment and may be exposed to all weather conditions.

**Physical Requirements:** Long periods of sitting and standing at the concessions area or pool entrance will be required. Must be in sufficient physical condition to fulfill the responsibilities of the position.

*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

QuickView	
<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	BLOODBORNE PATHOGENS
<u>WORKING CONDITIONS:</u>	HAZARDOUS CHEMICALS ADVERSE WEATHER