



East Fork Swimming Pool District
1600 Highway 88 * PO Box 1972 * Minden NV 89423
Phone 775-782-8840 * FAX 775-782-5357 * hr@cvs swim.com

JOB TITLE: CASHIER I

FLSA Status: Non Exempt

Salary Range: \$14.98-\$26.06

SUMMARY OF JOB PURPOSE

Under the supervision and general direction of the Office Administrator, is responsible for all front office operations, which include knowledge and use of the computer systems, telephone system, all programs, rules, regulation, policies and safety procedures to ensure the health and safety of customers and performs related work as necessary. The ability to act decisively in emergencies while maintaining order. Establish and maintain effective public relations.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).

1. Operate the computer system for all fees paid by either cash, check or bank card.
2. Operate office equipment including, computer, printer, telephone etc.
3. Provide accurate information to patron inquiries regarding programs, fees, lessons, etc. both in person and on the telephone.
4. Accurately count money and perform reconciliation at end of the shift.
5. Assist with registration for lessons, rentals and classes.
6. Complete required paperwork as necessary.
7. Knowledge of role in the Emergency Medical Service system – following our Emergency Action Plan
8. Mentor new cashiers as assigned
9. Assist management with creating new and removing out of date information.
10. Establish and maintain good customer and coworker relations.
11. Adheres to and enforces rules and regulations to keep all equipment and areas in clean safe operating condition.
12. Respond to and report complaints and concerns of customers in a professional manner.
13. Assist with locker room responsibilities.
14. Perform related work as may be required.

QUALIFICATIONS FOR EMPLOYMENT: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Must have completed High School or the equivalent and be 18 years of age or older and have experience and/or education that would provide the required knowledge and abilities.

LANGUAGE SKILLS

Ability to; read, analyze and interpret regulations, policies and procedures, effectively communicate information and competently respond to questions.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of situations, interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER KNOWLEDGE, SKILLS & ABILITIES

Knowledge of methods and equipment required for the proper running of front area. Ability to direct patrons in safe practices, establish and maintain good relationships with those contacted in the course of work.

CERTIFICATES and LICENSES

CPR Certificate (or obtain within six months of hire)

PHYSICAL and MENTAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; sit; walk; use hands and fingers to handle and feel; reach with hands and arms, climb or balance, stoop kneel, crouch or crawl and talk and hear; pull and lift. Employee must have mobility to work in a typical pool setting, use standard office equipment. The employee must have the ability to lift and/or move up to 50 pounds. Vision and hearing abilities are required, as needed to perform the requirements of the position.

WORKING ENVIRONMENT

While performing the duties of this job, the employee is exposed to hot, wet, humid, slippery conditions, and may be exposed to potentially toxic and caustic chemicals.

I have read the contents of this Job Description and have received a copy for my records.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the employee. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. The employee may be asked to perform other duties as required.
CVSC is an Equal Opportunity Employer and Drug Free Workplace
For accommodations for disabled applicants, call Human Resources (775) 392-4063

Revised 8/2023



EMPLOYMENT APPLICATION
An Equal Opportunity Employer

If you believe you require an accommodation during the selection process, please contact us to make appropriate arrangements.

Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Email address: _____

Telephone(s) Home () _____ Cell () _____ Work () _____

Position Applied for _____

How did you hear about this position? Advertisement Walk-In CVSC Website

Other (explain) _____

If offered employment, when will you be available to begin? _____

Will you be available to work during all open hours? Yes No

Will you be available to work nights, weekends and/or holidays? Yes No

Have you been given a job description? Yes No

Do you understand the job requirements? Yes No

Can you perform the essential functions of this job with or without reasonable accommodation? Yes No

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified. If offered employment, can you furnish proof of age? Yes No

After an offer of employment, can you submit verification of your legal right to work in the United States? Yes No

List other names, if any, you have used.

EDUCATION RECORD

Did you graduate from high school or receive a GED certificate? Yes No

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational 1.				
2.				
College/University 1.				
2.				

LICENSES (Optional, unless required for the position for which you are now applying.)

List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

Answer only if position requires.

Do you possess a valid driver's license? Yes No

If so, license expires _____ Class _____ Restrictions (if any) _____

In addition to English, list any other language abilities you possess.

Verbal fluency in _____

Written fluency in _____

List any special skills you possess and/or equipment or office machines you can operate.

OTHER INFORMATION

Have you ever been disciplined in your employment?..... Yes No

If yes, please explain.

Do you presently use illegal drugs under Federal law? Yes No

Have you ever been employed by CVSC? Yes No

If yes, please provide the following information:

Department _____ Position Title _____

Dates of Employment _____ Reason for Separation _____

Are you related to anyone who is currently employed by CVSC?..... Yes No

If yes, please provide the following information:

Related person's name _____ Department _____

Relationship _____

EMPLOYMENT HISTORY

Provide information regarding all paid employment (include military employment if duties/assignments relate to the job you are applying for). Volunteer work which may be related to the position for which you are applying should also be provided. Describe your most recent position first; then list other positions in order held. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do **NOT** use references such as "See Résumé" in place of completing this section.

May we contact all employers listed? (Attach a list of any exceptions with an explanation.) Yes No

Present Employer _____ Present Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ Full-Time (40 hrs/wk) Part-Time (<20 hrs/wk)
State _____ Zip Code _____
Supervisor's Name/Title _____ Telephone () _____
Related Duties: _____

Reason for Leaving: _____

Employer _____ Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ Full-Time (40 hrs/wk) Part-Time (<20 hrs/wk)
State _____ Zip Code _____
Supervisor's Name/Title _____ Telephone () _____
Related Duties: _____

Reason for Leaving: _____

Employer _____ Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ Full-Time (40 hrs/wk) Part-Time (<20 hrs/wk)
State _____ Zip Code _____
Supervisor's Name/Title _____ Telephone () _____
Related Duties: _____

Reason for Leaving: _____

Please state below any other information that would be helpful in determining your qualifications for this position. You may include significant accomplishments, previous career highlights, or any other relevant information that is not requested in this employment application.

ACKNOWLEDGMENTS

Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, contact Andrew Sturgess, (Human Resources Department).

- _____ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.
- _____ This application is the property of CVSC and will become part of my personnel file if I am hired.
- _____ I authorize CVSC to contact any employer or individual to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with CVSC. In addition, I authorize CVSC to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize CVSC to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize CVSC to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.
- _____ In exchange for CVSC consideration of my employment application, and/or any continued employment with CVSC, I authorize anyone possessing information to furnish it to CVSC upon request, and I release the organizations and all individuals providing the information or acquiring the information, including **CVSC**, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.
- _____ I further understand this consent will apply during the entire course of my employment with CVSC should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.
- _____ I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with CVSC. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from CVSC constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that CVSC is not requesting genetic information from the drug screening or the physical examination and that the person administering the examination should not provide genetic information to CVSC. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.
- _____ Per NRS 281.060 (2), I opt to exercise my rights by voluntarily attaching a copy of my DD214. NRS 281.060(2) states preference must be given, *if qualifications of applicants are equal*: a) first, to an honorably discharged military personnel of the United States who is a citizen of Nevada; and b) second, to other citizens of Nevada.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant _____

Date _____