

## Village of Cuyahoga Heights Position Description

<b>Position Title:</b>	<b>Cashier (Food Services)</b>	<b>FLSA Classification:</b>	Non-Exempt
<b>Reports To:</b>	Parks & Recreation Director	<b>Department:</b>	Parks & Recreation
<b>Approved By:</b>	Mayor	<b>Final Approval/Update:</b>	January 2026

### **POSITION SUMMARY**

Under the general supervision of the Parks & Recreation Director, the Cashier (Food Services) performs routine cashiering, food/drink serving and food preparation (where applicable) at each recreation facility.

The physical worksite for this position will be the Recreation Complex & Pool, Bacci Park Concession Stand and Toscana.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following is an outline of the basic duties and responsibilities of the above-titled position. It describes the duties and responsibilities in broad scope, and is not intended to be all-inclusive, and does not constitute a contract of employment. Individual(s) in this position may from time-to-time be assigned other duties as appropriate.*

- Have and maintain CPR/First Aid and Food Allergy training.
- Open/Close the concession area.
- Prepare all food, beverages, and snacks (where applicable).
- Sell all food, beverages, and snacks.
- Serve as back up when needed to check in guests to recreation facilities (where applicable).
- Inventory all concession supplies and report low stock to your direct supervisor or designee.
- Clean floors, counters, refrigerators, equipment, concession space, eating spaces, etc.
- Balance cash register at the end of each shift.
- Other duties deemed necessary by supervisor.
- Routinely check emails and respond in a timely manner to supervisor and other Village staff as needed.

### **QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES)**

- Ability to positively interact with the general public.
- Knowledge of cash register use.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to communicate effectively and to establish/maintain successful working relationships.

#### **Minimum**

Must be at least 15 years of age and able to perform arithmetic computations accurately and quickly.

#### **Preferred**

Previous experience working with the public, handling cash and food preparation.

### **WORKING CONDITIONS (ENVIRONMENT/PHYSICAL DEMANDS)**

#### **Environmental**

Work is performed at an outdoor or indoor facility with exposure to all types of weather conditions, including exposure to the sun, and to chemically treated water.

**Physical/Mental**

Work requires normal physical/mental effort such as walking, standing, bending, lifting, etc.

**Employee's Acknowledgement of Receipt and Understanding**

*I understand that this description outlines the basic duties and responsibilities of my job in a broad scope and is not intended to be all-inclusive and that I may be assigned other duties from time to time as appropriate. The duties, responsibilities, authority, relationships and accountabilities outlined above are directly related to my job and will be used when evaluating my job performance. I also understand that this position description does not constitute an employment contract between me and the Village of Cuyahoga Heights.*

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Employee Signature

Date

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Print Name