



City of Ames  
**Admissions/Concessions Cashier - Furman  
Aquatic Center**

<b>SALARY</b>	\$9.53 - \$10.11 Hourly	<b>LOCATION</b>	50010, IA
<b>JOB TYPE</b>	Temporary	<b>JOB NUMBER</b>	24-PRFACC-01
<b>DEPARTMENT</b>	Parks and Recreation - Temporary & Part-time positions	<b>OPENING DATE</b>	11/27/2024
<b>CLOSING DATE</b>	Continuous	<b>FLSA</b>	Non-Exempt
<b>BARGAINING UNIT</b>	MERIT	<b>RESIDENCY REQUIREMENT?</b>	No

---

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

## General Information

The City of Ames Parks and Recreation Department is currently accepting applications for Furman Aquatic Center Admissions/Concessions Cashiers for the 2025 Summer Season!

Shift times vary with day and evening hours, weekdays and weekends, April through September.

Cashiers are directly accountable to the Shift Leaders and Recreation Manager, and adjunctly accountable to the Recreation Superintendent and the Director of Parks & Recreation.

Open until filled. First date of application review on January 10th.

## Examples of Essential Job Functions

- Prepare and serve concession stand items.
- Process admissions and concessions sales using the Point of Sale/Pass Management program.
- Distribute rental equipment to patrons.
- Supervise patron activities.
- Recognize and respond quickly and effectively to all emergencies.
- Clean and maintain the facility and building entrance.
- Assist with maintenance tasks.

- Assist Recreation Manager in training new Cashiers.
- Complete required paperwork for record keeping (i.e. incident reports, cleaning checklist).
- Assist Shift Leaders in preparing nightly cash deposits.
- Other duties as assigned by the Recreation Manager.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity, and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

## **Qualifications**

### Age Requirement:

- Must be at least 14 years of age. (Applicants 16 years of age or older are preferred for extended work hours)

### Experience:

- Prior cash handling experience preferred.

### Knowledge, Skills, and Abilities:

- Strong decision-making skills, initiative, dependability, organization, enthusiasm, leadership, and a desire to serve the public.
- Ability to maintain an exceptional level of safety.
- Ability to communicate positively with the public and patrons.
- Ability to maintain a professional demeanor (calm and courteous) at all times while on site.
- Ability to maintain a professional appearance (staff coat, khaki pants, and closed-toe shoes) at all times while on site.
- Ability to understand, appreciate and embody the City of Ames Core Values.

## **Supplemental Information**

### **Selection Process:**

The selection process consists of an evaluation of education and experience, an interview, and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

### **E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable

documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

**E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

---

**Agency**

City of Ames

**Address**

515 Clark Ave

Ames, Iowa, 50010

**Phone**

515-239-5199

**Website**

<http://www.cityofames.org/jobs>

## Admissions/Concessions Cashier - Furman Aquatic Center Supplemental Questionnaire

**\*QUESTION 1**

**Are you at least 14 years of age or older?**

- Yes  
 No

**QUESTION 2**

**If you checked "No" to the previous question, will you be 14 years of age by June 1st?**

- Yes  
 No

**\*QUESTION 3**

**What experience do you have that would pertain to this position?**

\* Required Question