



City of Ames Ice Arena Cashier

SALARY	\$9.25 - \$9.82 Hourly	LOCATION	50010, IA
JOB TYPE	Temporary	JOB NUMBER	24-PRIAC-03
DEPARTMENT	Parks and Recreation	OPENING DATE	12/10/2024
CLOSING DATE	Continuous	FLSA	Non-Exempt
BARGAINING UNIT	MERIT	RESIDENCY REQUIREMENT?	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 & Recreation Department is currently accepting applications for Ice Arena Cashiers.

Candidates interested in this opportunity can expect to work a varied schedule of 10-15 hours per week, including days, evenings and weekends, January through April (2025), with a possible option of extending employment through the spring season, or year-round.

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

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 (i.e. snow removal).
- Assist in maintenance tasks (i.e. ice painting).

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

Experience:

- Prior experience with cash handling.

Please attach your current CPR/AED certificate, if certified.

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>.

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Agency

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

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

Ice Arena Cashier Supplemental Questionnaire

***QUESTION 1**

Are you at least 16 years of age?

- Yes
- No

***QUESTION 2**

Which days can you work? (select all that apply)

- Sundays
- Wednesday evenings
- Friday evenings
- Saturdays

***QUESTION 3**

How many hours per week are you interested in working?

* Required Question