



CITY OF PATTERSON, CALIFORNIA
EMPLOYMENT OPPORTUNITY
EQUAL OPPORTUNITY EMPLOYER

DEPARTMENT OF HUMAN RESOURCES
1 PLAZA, PATTERSON, CA 95363
(209)895-8011

INVITES APPLICATIONS FOR THE POSITION
PART-TIME CASHIER
(Summer Programs)
June 1, 2026-August 31, 2026

SALARY
\$16.90 - \$17.90 Hourly

OPEN: January 16, 2026

DEPARTMENT: Recreation & Community Services

RECRUITMENT: Internal and External Candidates

DEADLINE TO APPLY: February 6, 2026

TO APPLY: Apply at www.pattersonca.gov

PRINCIPAL DUTIES:

Under direct supervision, the Cashier works at the Recreation Facility Complex, specifically the City Aquatic Center. This is a part-time and seasonal position that will be responsible for collecting concession fees, and admissions. May be responsible for the receiving of instructional and other program revenues. Must accurately collect and account for all monies collected. Responsible for the financial integrity of all funds collected and is responsible for tallying and reconciling funds received at the end of the shift. Deposit daily aquatic revenues as instructed at appropriate city facility or with appropriate staff. Must be able to generate and reconcile revenue reports. Prepares financial reports related to pool and concession revenues. Responds to phone inquiries, rental requests and performs registration of aquatics programs. Performs related work as required.

This position is established for 19 hours a week, but will vary depending on programming needs, and will be working weekdays, evenings, weekends, and holidays.

MINIMUM QUALIFICATIONS:

Education:

Must have a High School Diploma or GED equivalent. 18 years of age or older preferred. If under 18, must qualify for a work permit and have completed your sophomore year in high school.

Experience:

Cashier – None Required. One (1) year of recreation or related experience, preferred.

Lead Cashier - Two (2) years of recreation or relevant experience, including one year as a Cashier with the City of Patterson Recreation Department.

LICENSE OR CERTIFICATES:

Must possess a valid class C driver's license.

Community First Aid and CPR Certification within one year of appointment.

SPECIAL REQUIREMENTS:

Bilingual (Spanish/English) preferred.

KNOWLEDGE & SKILLS: Basic principles and practices of cash handling and financial record keeping; modern office practices including effective use of a personal computer and program standard software applications; principles and practices of customer service; knowledge of food service and preparation.

ABILITY TO: Operate a cash register, calculator, and computer, make accurate mathematical computations; correctly count and change money of all denominations; keep financial and statistical records; operate orderly and honestly in the handling of all revenues. Communicate clearly, concisely, and effectively, with co-workers, parents, young children and teens and the public; maintain a neat and clean work area; understand and follow oral and written instructions; read, speak, write, and comprehend English at a level necessary to carry out the essential functions of the position.

PHYSICAL REQUIREMENTS: May be required to sit for extended periods; ability to hear and speak to communicate effectively on the phone and in person; intermittently twist and bend to reach; and use simple grasping and fine manipulation for keyboard or cash register. May be required to stoop and reach above shoulder level. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

ENVIRONMENTAL CONDITIONS: Work is performed in a recreation facility or in the field; noise level is usually quiet while in the office to moderately loud when in the field or at the pool.

Prior to appointment, eligible candidates will be required to submit to and successfully pass a medical examination, drug screen and background investigation, which will include fingerprinting.

The City of Patterson is an Equal Opportunity Employer