



# CITY OF GERING

## SEASONAL

### Job Posting

**Job Title:** Pool Cashier

**Department:** Pool

**Pay:** \$13.50/hour

**Position Duration:** Mid-May – August

**Application Deadline:** Open Until Filled

**Job Description:** Attached

An Equal Opportunity Employer, Only U.S. citizens and aliens authorized to work in the United States will be hired and all employees are required to complete a verification form.

**Join the City of Gering's Pool as a Cashier, where you'll play a key role in providing excellent customer service and ensuring smooth daily operations. We are seeking responsible and dedicated individuals to assist with admissions, handle transactions, and provide a welcoming experience for pool visitors.**

**To apply, please submit your application via email or in person.**

Applications can be found at <https://www.gering.org/careers>

City of Gering  
Shannon Goss  
1025 P Street/PO Box 687  
Gering, NE 69341  
Phone: 308-436-6848  
[sgoss@gering.org](mailto:sgoss@gering.org)



## Seasonal Application Instructions

Please read and understand these statements before signing your job application.

1. **Complete Application:** You must complete the job application in its entirety. References to "see resume" are not sufficient, please do not leave any area blank, use N/A if not applicable. The application will be used for the initial review to select applicants for interviews.
2. **Truthful Information:** The information provided in this job application must be true. False or misrepresented information will result in the rejection of your application or termination of employment if discovered after hiring.
3. **Authorization to Verify Information:** By signing this application, you authorize the City of Gering to obtain information from previous employers, educational institutions, and other parties to verify the accuracy of the information provided.
4. **Waiver of Claims:** You waive all rights and claims against the City of Gering for seeking and using this information to evaluate your application.
5. **Position-Specific Application:** This application is only for the position you are currently applying for. If you wish to apply for another position, even if it is the same classification, you must complete and submit a new application.



## JOB DESCRIPTION

Title: Pool Cashier

Type:  Full Time  Part Time  Seasonal

Department: Pool

FLSA:  Exempt  Salary

Reports to: Pool Manager

Non-Exempt  Hourly

Pay Grade: Seasonal 1/A

Date Adopted:

Union:  Yes  No

Previous Revision Date: March 2024

Last Revision Date: March 2025

Safety Sensitive:  Yes  No

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### Job Summary:

Performs routine cashiering duties, including collecting pool fees, maintaining membership lists, and handling customer inquiries. Assists with basic facility cleaning and provides customer service to patrons.

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### Essential Functions:

- Collects pool fees and other payments made to the pool.
- Maintains an up-to-date list of pool memberships.
- Receives and responds to telephone calls and citizen visits regarding pool-related inquiries and concerns.
- Addresses customer questions and complaints professionally.
- Performs routine cleaning of the facility, including bathrooms.
- Perform other duties as assigned.

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### Qualifications:

#### 1. Education and Experience:

- No previous training or experience required.

#### 2. Necessary Knowledge and Skills:

- Working knowledge of cash register operations.
- Skill in operating listed tools and equipment.
- Ability to perform arithmetic computations accurately and efficiently.
- Strong verbal and written communication skills.
- Ability to establish successful working relationships.
- Ability to work under pressure and manage frequent interruptions.

#### 3. Special Requirements:

- Minimum age requirement of 15.

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## Tools & Equipment Used:

- Cash register, 10-key calculator, and telephone.

## Physical Demands:

The physical demands outlined here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Manual dexterity required for operating various equipment.
- Regularly reach, stand, and walk. Occasionally sit, climb, balance, stoop, kneel, crouch, or crawl.
- Frequently required to stand, sit, talk, and hear. Regularly reach, stand, and walk.
- Must occasionally lift and/or move up to 25 pounds.
- Vision abilities: Close, distant, color, peripheral, depth, and ability to adjust focus.

## Work Environment:

- This position is located in an open-air facility, which may expose employees to varying weather conditions, including heat, wind, and humidity.
- Noise level is usually moderately loud.

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**Supervisory Responsibility:** None.

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**Disclaimer:** This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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## Approved:

*Pat Heath*

City Administrator

*03/10/2025*

Date



## CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

\_\_\_\_\_

Last Name

First Name

Middle

Date

\_\_\_\_\_

Street Address (physical & mailing address)

Contact Number

\_\_\_\_\_

City

State

Zip Code

Email Address

Have you ever applied for employment with us?

Yes  No

If yes, dates: \_\_\_\_\_

Date available to begin work: \_\_\_\_\_

Position desired: \_\_\_\_\_ Pay expected: \_\_\_\_\_

What hours are you available?

Full Time  Part-Time  Seasonal  Overtime (if requested)

Are you legally eligible for employment in the United States?  Yes  No

Are you over the age of 18? Yes No

Membership in professional and civic organization (Exclude those that may disclose your race, color, religion, age or National origin.)

Other special training or skills (languages, machine operation, etc.), special accomplishment or awards.

\_\_\_\_\_



Reason for leaving

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Company Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Starting Pay \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Ending Pay \_\_\_\_\_

Job Title \_\_\_\_\_

Employment Dates:

Describe your work \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Company Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Starting Pay \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Ending Pay \_\_\_\_\_

Job Title \_\_\_\_\_

Employment Dates:

Describe your work \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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We may contact the employers listed above unless you indicate those you do not want us to contact.

**PLEASE READ AND UNDERSTAND THIS STATEMENT BEFORE SIGNING YOUR APPLICATION:**

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may

terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE RETURN TO CITY OF GERING ADMINISTRATION OFFICES:**

1025 P Street  
Gering, NE 69341

Phone: 308-436-6848

Fax: 308-436-6899

or email to [sgoss@gering.org](mailto:sgoss@gering.org)