

Cashier/Customer Service

Job Duties and Responsibilities:

Employee will be contacting customers, preparing reports, answering phones, etc. It will require thinking on your feet, a positive attitude, and polite tone.

Specific duties include, but are not limited to:

- Complete business transactions (tickets/revenue collection)
- Provide customer service – answer questions, provide information
- Prepare cashier reports; document all transactions
- Make cash drops
- Report all irregular transactions
- Balance revenue to cashier reports
- Document discrepancies (lost tickets, gate malfunctions)
- Follow Special Event ticket handling procedures
- Comply with all work rules as outlined in the Park'N Ticket handbook
- Perform any other task deemed necessary by management
- Assist drivers as base dispatch

Qualifications:

- Customer service experience.
- Cash handling experience.
- Good verbal communication/people skills.
- Neat, professional appearance.
- Must pass a drug and criminal background check.
- High School diploma/GED preferred

Physical Requirements of Position:

- Repetitive standing and sitting in a cashier's booth for an 8 hour period; may also require walking during shift
- Repetitive reaching in and out of a cashier's booth to complete customer transactions
- Manual dexterity required to operate revenue control equipment (cash register and credit card machine), make change, and complete customer transactions
- Will be confined to a cashier's booth for an extended period of time
- Exposed to various weather conditions each day
- Exposed to vehicle noise and exhaust fumes