Cashier/Customer Service

Job Duties and Responsibilities:
Employee will 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