

**City of South Bend
Position Description**

Job Title: Admissions/Office Cashiers

Department: Parks and Recreation

FLSA Status: Part-Time, NE, NB, 16 to 39 hours a week, Peak season April - November

Hours: Vary, must be able to work any of the seven days of the week and holidays

Revised Date: 4/6/09

POSITION SUMMARY:

Under the supervision of the Office Manager, participates in the daily operation of the zoo admissions and office. Does related work as assigned.

ESSENTIAL FUNCTIONS:

- Responsible for opening and closing operations of the zoo admissions.
- Cleaning work areas and other areas as needed.
- Verifying accurate cash counts and handling daily sales records and sales receipts.
- Knowledge of running cash registers, changing tapes.
- Records revenues generated and makes up daily deposits.
- Records daily attendance.
- Answers telephone, takes messages, give information regarding zoo activities, and directs questions to appropriate staff members.
- Serves as Zoo Base radio dispatcher, use of the hand held radios.
- Handles accident reports when no one else is available.
- Does additional responsibilities as requested.

QUALIFICATIONS:

Any combination equivalent to a high school education, experience in retail and secretarial skills such as typing, filing, use of computer, register, handling money, and organizational skills. Ability to read, write, and make mathematical calculations. Must be personable, self motivated, independent, and responsible. Good communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Indiana Driver's License

EQUIPMENT:

Basic knowledge of computer programs, including Excel and Windows. Register and calculator use. Skilled with phone etiquette and customer service. Be able to use a hand held radio. Basic knowledge of office equipment. Ability to read and write legibly. Ability to be bonded.

PHYSICAL DEMANDS:

Ability to stand for long periods of time. Ability to bend, stoop, and climb. Hearing and sight (20/20 corrected vision) for safety reasons and reasonable comfort level with

animals. Ability to occasionally work outdoors in adverse weather conditions. Capability of lifting and carrying items up to 50 pounds. Ability to provide a neat, clean environment for customers and to project a neat, clean appearance at all times. Be able to work flexible hours as needed.

WORK ENVIRONMENT:

Able to work inside or out in adverse weather.

DRUG TEST REQUIRED:

Yes