

CHIEF CASHIER - PLAYLAND

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position supervises and participates in the collection, recording, depositing and reconciliation of all cash receipts from Playland amusement park, beach and pool, parking and ice casino facilities, as well as all other cash collected for fun cards, wristbands, arcade games, miniature golf fees, etc. Responsibilities involve hiring, training and supervising a large number of seasonal cashiers engaged in collecting a substantial amount of cash; planning workflow and coordinating cash room coverage; assisting management in the development and implementation of standard protocols for the collection of money; monitoring Point of Sale terminals to ensure that application software is functioning properly; investigating and resolving cash discrepancies, and responding to and investigating customer complaints. Supervision is exercised over a large number of seasonal personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises cash collection activities at Playland amusement park, ice casino, pool and beach by implementing standard guidelines and procedures for the collection of cash and fees;

Plans work flow and schedules coverage for all cash rooms and kiosks by visually monitoring operations and by extracting information from point of sale terminals which indicate crowd flow and spending patterns;

Supervises and participates in the counting and reconciliation of all daily cash receipts;

Hires, trains and supervises a large staff of seasonal cashiers; ensures that established protocols are followed and takes disciplinary action as needed;

Serves as the point of contact with the software vendor and professionals in the Department of Information Technology, as well as other departmental information systems personnel regarding Point of Sale terminals and the associated software;

Participates in managerial meetings to provide input and give feedback regarding cash operations;

Works with management in monitoring cash flow operations to ensure the park has enough currency and the appropriate monetary denominations for effective operations on a daily basis, including the park's concessionaire stands;

Works cooperatively with the parks' concession operators who are required to utilize the park's Point of Sale software system;

Prepares statistical reports using Point of Sale data;

Performs cash collection audits of park concession operations as required;

Assists with the reconciliation of parking and credit/debit card transactions;

Handles inquiries from the public regarding credit/debit card charges from park participation;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Assists in coordinating group sales, refunds, and the running of private and seasonal events at the park;

Supervises the inventory of wristbands, fun cards, etc. to ensure the appropriate accounting of same;

Prepares deposits and coordinates armored car service;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of procedures used in the handling, recording and depositing money; good knowledge of use of equipment, change makers, wrappers, adding machines; knowledge of amusement park procedures with respect to cash control and needs; skill in simple addition and subtraction; ability to carry out oral and written directions; ability to lay out and supervise the work of others; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; accuracy; courtesy; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and five years of clerical experience which included or was supplemented by three years of experience which involved handling and reconciling money, including cash, credit cards and debit cards, as a cashier.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to four years of the above stated experience. There is no substitution for one year of the specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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Job Group: VIII