

CHIEF CASHIER - PLAYLAND

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position supervises and personally collects, records and deposits all cash receipts from non-concession stands, booths and devices at Playland. Supervision is exercised over a number of seasonal cashiers at Playland, including the amusement park, bathhouse, beach, etc. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Makes up and distributes the daily cash allotments with which booths and kiosks begin their day;

Supervises the counting of all daily cash receipts;

Visits booths and kiosks periodically during the day to provide adequate change and to insure that collections of partial receipts are made, as required;

Prepares daily cash reports for Auditor;

Prepares the weekly time and attendance report for payroll;

Trains cashiers in the fun card and fund band operation of the point of sale system, and in the collection, recording and depositing procedures;

Prepares fun card and fund band inventory for the Amusement Park and the ticket inventory for the bathhouse;

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 three years experience which involved handling of money as a cashier that included or was supplemented by two years of clerical 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.

West. Co.
J. C.: Competitive
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Job Class Code: C0231
H0152
Job Group: VI