

**WETLANDS WATER PARK**  
**Cashier**  
**Position Description**

**Job Title:** Cashier

**Qualifications:**

Education – High School student – must have completed the 9<sup>th</sup> grade and be at least 15 years of age.

Must possess basic customer service skills and establish effective working relationships with fellow employees.

Must be dependable, courteous and neat in appearance.

Must be able to competently follow instructions.

Must be able to work a flexible schedule including weekend work.

Must be physically fit and capable of doing light and moderate lifting.

Must possess superior public relations skills.

Must be accurate in mathematical skills.

**Experience:**

Experience in handling money is preferred.

Experience in operations of office or restaurant equipment preferred.

Previous experience in some phase of retail and/or sales preferred.

**Knowledge:**

Ability to learn and make rapid and accurate arithmetic computation.

Must be able to maintain accurate records and perform simple bookkeeping practices.

Knowledge of or ability to quickly learn operating procedures for cash registers.

Ability to count money and make change.

**Primary Duties:**

Receives and maintains records of cash receipts for admissions and concessions at the Water Park.

Assists the general public with any questions they may have regarding Wetlands or other regional facilities.

Assumes responsibility for tube rental sales, accountability of inventory if working in tube room.

Receives, counts, bands, balances and reports cash and negotiable instruments for payment of ticket sales, concessions items or items in gift shop.

Operates a cash register, adding machine, credit card machine and other related equipment as required.

Enforces all Water Park policies and rules.

**Secondary Duties:**

General clean-up and trash removal in admissions, dining court, concessions, and tube rental areas.

Learns and carries out all concessions area operating procedures when necessary.

Other related duties as assigned.

**Responsible to:**

Café Supervisor, Water Park Seasonal Managers, and Water Park Director.