

**Village of Cuyahoga Heights
Position Description**

Position Title:	Cashier Bacci Park	FLSA Classification:	Non-Exempt
Reports To:	Cashier Manager	Department:	Service
Approved By:	Mayor	Final Approval/Update:	February 2016

POSITION SUMMARY

Under the general supervision of the Cashier Manager the Cashier performs routine cashiering for the concession stand.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is an outline of the basic duties and responsibilities of the above-titled position. It describes the duties and responsibilities in the broad scope, and is not intended to be all-inclusive, and does not constitute a contract of employment. Individual(s) in this position may from time-to-time be assigned other duties as appropriate.

Open/Close the concession stand

- Clean floors, counters, refrigerators, equipment, etc.
- Prepare and sell snacks
- Inventory
- Balance cash register at the end of each shift
- Other duties deemed necessary by a manager

QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES)

- Ability to positively interact with the general public
- Knowledge of cash register use
- Ability to perform arithmetic computations accurately and quickly
- Ability to communicate effectively and to establish/maintain successful working relationships

Minimum

Must be at least 16 years of age and able to perform arithmetic computations accurately and quickly.

Preferred

Previous experience working with the public and handling cash.

WORKING CONDITIONS (ENVIRONMENT/PHYSICAL DEMANDS)

Environmental

Work is generally performed at an outdoor facility with exposure to all types of weather conditions, including exposure to the sun, and to chemically treated water.

Physical/Mental

Work requires normal physical/mental effort such as walking, standing, bending, lifting, etc.

Employee's Acknowledgement of Receipt and Understanding

I understand that this description outlines the basic duties and responsibilities of my job in the broad scope and is not intended to be all-inclusive and that I may be assigned other duties from time to time as appropriate. The duties, responsibilities, authority, relationships and accountabilities outlined above are directly related to my job and will be used when evaluating my job performance. I also understand that this position description does not constitute an employment contract between me and the Village of Cuyahoga Heights.

Employee Signature

Date

Print Name