

# HELP WANTED: Buttonwood Park Zoo Cashier

**POSITION:** CASHIER (19 hours per week)

**LEVEL:** GRADE 4 \$12.21hr

**DEPARTMENT:** ZOO

**FUNCTION:** Under supervision, collects payments for entrance fees, gift purchases and/or food purchases.

**SUPERVISION RECEIVED:** Works under the supervision of the Senior Account Clerk.

**SUPERVISION EXERCISED:** None.

**RESPONSIBILITIES:** Receives and disburses funds from customers and employees, and records monetary transactions. Issues change and cashes checks. Counts money to verify amounts and issues receipts for funds received. Completes credit card charge transactions for customers.

Compares totals on cash register with amount of currency in register to verify balances. Posts data to accounts, and balances receipts and disbursements.

Operates office machines, such as calculator, bookkeeping and check-writing machines.

**SPECIAL REQUIREMENTS:** High school diploma or GED equivalent. Must be bondable. Mandatory Criminal Offender Record Information (CORI) check. Must be available to work on weekends.

**TOOLS AND EQUIPMENT:** Cash register, computer, typewriter, telephone, copy and fax machines.

**PHYSICAL AND ENVIRONMENTAL STANDARDS:** Normal office environment, not subject to extremes in temperature, odors,

etc. Intermittent standing to assist customers or other staff members. Frequent interruptions to assist customers in the office or on the phone.

The noise level is what is expected when large groups of children are present.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands and arms. The employee is occasionally required to stand or walk. May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and

requirements of the job change.

Apply here: **<http://newbedford-ma.gov/Personnel/employ.html>**.