Help Wanted: Buttonwood Park Zoo Cashier

POSITION: CASHIER
LEVEL: GRADE 4 $12.21/hr – $17.14/hr
DEPARTMENT: ZOO

FUNCTION: 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 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.

TOOLS AND EQUIPMENT: Cash register, computer, typewriter, telephone, copy & 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 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 hand-eye 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.

For application/complete job description, please visit newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO