



***Position Description***

<b><i>Department</i></b>	Operations
<b><i>Position Title</i></b>	Cashier I
<b><i>Grade</i></b>	3
<b><i>Reports To</i></b>	Supervisor – Landside Operations
<b><i>FLSA</i></b>	Non-Exempt
<b><i>Approved Date</i></b>	September 1, 2003
<b><i>Revised Date</i></b>	October 23, 2009
<b><i>Purpose</i></b>	Promptly and accurately check customers out of the Airport parking facilities in a friendly, courteous, and professional manner.
<b><i>Duties &amp; Activities</i></b>	Process customers exiting parking facilities by computing the correct amount owed, collecting cash or credit card, making correct change or processing the credit transaction, and operating the register accurately.
	Answer customer questions concerning parking and fee structures, direct customer comments to proper Airport representative and accommodate customer requests whenever possible.
	Keep cashier booth and common work areas orderly, neat, and free of clutter and trash at all times.
	Complete Cashier's Closeout reports neatly and accurately at the end of the shift. Count and reconcile cash register drawer at the end of the shift.
	Observe deposit of receipts in drop vault by Cashier II.
	3 <sup>rd</sup> Shift Requirement – Nightly inventory of all parking lots.
	Maintains regular and punctual attendance. Works extended hours, outside of regular shift schedule, as required by operational needs.
	Respond to and assist with Airport emergencies. Perform other duties as assigned.
<b><i>Role Definition</i></b>	Individual Contributor
<b><i># of Direct Reports</i></b>	None
<b><i># of Indirect Reports</i></b>	None
<b><i>Budget Responsibilities</i></b>	None
<b><i>Education &amp; Experience</i></b>	High school diploma or general education degree (GED); and six months to one year related experience and/or training; or equivalent combination of

	education and experience.
<b><i>Language Skills</i></b>	Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
<b><i>Math Skills</i></b>	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform these operations using units of American money. Ability to calculate figures and amounts such as discounts, interest, commissions, and percentages.
<b><i>Reasoning Ability</i></b>	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems with only occasional or no variables in standardized situations.
<b><i>Computer Skills</i></b>	Basic proficiency
<b><i>Technical/Trade Skills</i></b>	None
<b><i>Interpersonal Skills</i></b>	Typically has frequent contacts outside the workgroup.
<b><i>Licenses/Certifications</i></b>	Valid Drivers License and safe driving history (3 <sup>rd</sup> shift only).
<b><i>Physical Effort</i></b>	Frequent periods are spent standing or sitting in the same location with some opportunity to move about, or occasionally there may be a requirement to stoop or lift light material or equipment (typically less than 8 lbs.). 3 <sup>rd</sup> shift requires walking while performing nightly inventory.
<b><i>Job Environment</i></b>	Typically in a comfortable environment but with regular exposure to factors such as temperature extremes, inclement weather, moving machinery, loud noise, and fumes that cause noticeable discomfort or a moderate risk of accident or illness. 3 <sup>rd</sup> shift requires exposure to inclement weather while performing nightly inventory.
<b><i>Job Hazards</i></b>	There is regular exposure to conditions which are unpredictable or uncertain and which result in risk of personal injury.
<b><i>Job Pressures</i></b>	Under regular pressure to meet deadlines, quotas and/or must frequently deal with unpleasant issues related to people or situations.