

BINDER PARK ZOO

CASH OFFICE ATTENDANT

Mission Statement: Connect. Inspire. Conserve. Connect people with nature. Inspire them to conserve.

REPORTS TO: Operations Manager and Assistant Operations Manager
SEASONAL OR NON-SEASONAL: Part-Time, Seasonal, and Non-benefited
FLSA STATUS: Hourly, Non-Exempt

POSITION SUMMARY:
Counts, records and replenishes daily revenue from all areas of the zoo.

- POSITION REQUIREMENTS:
• Basic computer experience in Microsoft Word and Excel required.
• Excellent cash handling, math and problem solving skills.
• Strong interpersonal and organizational skills.
• Strong attention to detail and accuracy.
• Must be able to adapt to changing assignments, environment and maintain a positive attitude.

- ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:
• Counting, recording and replenishing daily revenue from all areas of the zoo, including cash, check and credit card receipts.
• Performing daily cash safe inventory and reconciliation.
• Preparing, verifying and maintaining daily cash receipts and deposits.
• Data entry of statistical and financial information.
• Managing and troubleshooting discrepancies with necessary staff.
• Maintaining confidentiality and security of the cash room and its contents.
• Cleaning and organizing the cash room on a daily basis.
• Assist with the training of team members on cash handling procedures.

- OTHER DUTIES AND RESPONSIBILITIES:
• Complying with all Binder Park Zoo policies and procedures.
• Participating in individual and team oriented zoo projects as needed including special events.
• Guest Services management reserves the right to train and direct the workload as needed.

SUPERVISORY RESPONSIBILITIES: N/A

- PHYSICAL AND ENVIRONMENTAL DEMANDS:
• Ability to work in confined space (other than normal office environment).
• Ability to work a flexible schedule including long hours, weekends and holidays.
• Ability to read, speak and write English in order to fulfill job functions in an understandable way.
• Ability to sit, stand, bend, lift and move intermittently.
• Ability to lift 50 pounds.

APPROVAL: Supervisor Signature Date

STATEMENT OF UNDERSTANDING AND ACCEPTANCE:

I have received a copy of the job description for Cash Office Attendant. I have read the requirements as outlined and understand this is not an exhaustive list of duties, but an overview of the general duties and responsibilities of the position.
Employee Signature Print Name Date

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