BINDER PARK ZOO

CASH OFFICE ATTENDANT

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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