

Beaver County, Pennsylvania
CLASS DESCRIPTION

POSTION TITLE: Clerk/Cashier

DEPARTMENT: Beaver County Recreation & Tourism Department

LOCATION: Bradys Run Park Ice Arena/Recreation Facility

Update 7/2019

There is currently a Grade 2 Part Time Union Clerk/Cashier position open at the Recreation & Tourism Department. This position is 18-28 hours per week at \$10.23 per hour. Reduced hours from Memorial Day to Labor Day.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are logical assignment to the position.

Under direct supervision, the purpose of this position is to:

Answer phones/walk up persons in proper and courteous manner to provide clear and concise information to customers.

Operate cash register, computer, credit card machine and various office equipment.

Clear and balance the cash register at the end of every shift.

Handle tennis reservations and payments.

Process shelter reservations and payments for the County Parks.

Handle all ice payments, from ice time, skating, skate sharpening to skate rental.

Register hunters to hunt the County parks.

Register boat launching permits for Bradys Run Lake.

Establish and maintain effective working relationships with supervisor and co-workers.

Work a flexible schedule. Arrive to work on time for assigned shift and punch in and out for every shift.

Follow call off and time off request procedures.

Follow all SOP's. (Standard Operating Procedures)

Other duties as assigned by management.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.