

**BEARIZONA WILDLIFE PARK LLC.
1500 E. ROUTE 66
WILLIAMS, AZ 86046**

Title: Ticket Booth Cashier
Reports to: Operations Manager
FLSA: Seasonal – Hourly Wage: \$9/hr

Position Summary:

This position is accountable and responsible for coordinating gate sales at the front entrance of the park (Ticket Booth). Ticket Booth Cashier will use cash register, calculator, Microsoft Office Suite to complete daily tasks. This position is classified as a safety sensitive position, and is a job or position where the employee holding this position has the responsibility for his/her own safety or other people's safety. An employee has to be with clear mind and diligent while occupying such positions. Employees may not occupy this position while on prescribed drugs that alter their presence of mind.

Essential Responsibilities:

- Responsible for carrying out work orders by the Operations Manager.
- Accountable for all gate sales transactions and cash drawer.
- Handle money and credit cards in order to complete sales transactions.
- Maintain a courteous and helpful disposition with all staff and visitors.
- Be proactive and aware of park safety and security protocols.
- Interact safely, appropriately and professionally with staff and guests.
- Help answer phones when necessary.
- Wear Bearizona uniform and adhere to dress code, drug, alcohol, and tobacco policy.
- Assume additional duties and responsibilities as required.

Work Hours and Schedules:

Work hours and schedule is based on a 40 hour work week, but may vary depending on work load and weather. Weekends and some holidays are required workdays.

Required Skills and Abilities:

- Must be able to count back change and accurately complete calculations without the aid of calculator.
- Must be computer literate; capable of utilizing Microsoft Office programs.
- Must be able to operate office equipment including printers and computers.
- Must be comfortable talking to the public.
- Must be able to stand and walk throughout the duration of the shift.
- Must have excellent communication and interpersonal team skills.
- Must be able to detect emergency alarms, both auditory and/or visual.
- Must be able to speak clearly and distinctly, using correct English.
- Must be able to fill out written forms pertaining to the position legibly.
- Must be able to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

Education and Experience: High School Diploma or GED.

Working Environment: Indoors: 80% Outdoors 20%