

JOB TITLE: SKATE CASHIER CLERK I

JOB GROUPING: 4-472E

LOCATION: Chicago

JOB STATUS: Non-Exempt/Seasonal

DEPARTMENT: Ice Rinks

JOB SUMMARY

Under the supervision of Ice Rink Manager performs a range of duties such as skate rental, cash handling and customer service.

DUTIES AND RESPONSIBILITIES

- Rents skates and collects appropriate fees following established procedures.
- Maintains, organizes and sanitizes rental skates.
- Performs general clean up tasks in rental areas and office.
- Follows proper procedures regarding opening and closing of register.
- Accurately accounts for all money received during shift.
- Provides information regarding fees, programs, schedules, rental information.
- Provides excellent customer service in all customer interactions.
- May be required to perform other related duties as assigned.

QUALIFICATIONS

TRAINING AND EXPERIENCE:

Previous experience in related work is preferred.

EDUCATION:

High School Diploma or equivalent, or evidence of current enrollment.

SKILLS AND ABILITIES

Ability to accurately count change and to successfully operate computerized POS cash register. Ability to stand for long periods of time. Ability to communicate with customers and respond in prompt and courteous manner. Must have strong customer service skills and be able to work with little or no supervision. Ability to work varied hours/days, including nights, weekends and holidays as required.

WAGE RATE PER APPENDIX B3