

**CITY OF GONZALES
POSITION DESCRIPTION**

TITLE: Cashier
DEPARTMENT: Independence Golf Course

JOB CODE: Part-time
FLSA STATUS: Non Exempt

Summary: Under general direction of the Golf Course Superintendent and as established by City Council, cashiers will be responsible for handling all transactions and dealing with the public. Good Customer Service is a significant portion of this position requiring a positive and friendly attitude towards patrons. This position directly reports to the Golf Course Superintendent for supervision.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Setup/close register, which includes counting and recording all transactions. There is an (X) report ran to see how much was sold for the day and then a (Z) report is ran to clear out the register for the next business day. A daily cash report is filled out by the cashier and the report and money collected for the day is turned into City Hall.
- Responsible for keeping track of concession inventory, attendance records and cash reports.
- Responsible for informing patrons and enforcement of all golf course rules and regulations.
- Answer phone and communicate with public in a courteous manner.
- Participate in all required staff development trainings and staff meetings.
- Responsible for maintaining office/concession area throughout the workday.
- Report any problems or concerns to Golf Course Superintendent.
- Other duties as assigned.

Required Knowledge and Skills:

- Skill in providing excellent customer service to persons of all ages, regardless of social or economic backgrounds
- Must be able to work effectively and cooperatively with patrons, co-workers and Supervisor.
- Must have mature attitude, and be able to make sound judgment in emergency situations.

Required Education, Experience and Certification:

- High School diploma or equivalent.
- Must be a minimum of 16 years of age.
- Prior customer service and/or cashier experience a plus.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting.
- May be subject to standing, sitting, bending, reaching, kneeling and lifting (up to 50 lbs.).

Equipment and Tools Utilized:

- Equipment utilized may include cash register, phone, copier and other city issued office equipment.

Must be able to pass criminal history background check, pre-employment drug screen and pre-employment physical.

Applications for employment may be found at www.gonzales.texas.gov or at the City of Gonzales-City Hall 820. St Joseph. Position will remain open until filled.

The City of Gonzales is an equal opportunity employer.