



Job Description

Date: 6/27/2013

Title:	Bar Cashier	Department:	Magic of Polynesia
Reports to:	Box Office Manager	Status:	Non-Exempt

I. Job Purpose/Objective

This position is responsible for the collection of payments from the wait staff and to ensure proper payments (cash and / or charge card) are processed accurately, reconciling payment and balancing of the till in a timely manner.

II. Essential Job Functions

Incumbent may perform any or all of the following:

- Beginning of Shift:
 - Collect till and deposit supplies from box office
 - Ensure count is correct for opening (\$ 300.00)
 - Open POS system and place cash in drawer
- Close out guest checks as they are brought in by servers
 - Process cash payments ensuring to give proper change
 - Process charge payments properly
- Prepare end of day cash receipts recap
 - Balance cash to recap
 - Prepares deposits
- Same process followed for both shows – each show is kept separate
- Attends all meetings – Staff, Operational, training
- Other duties as assigned

Performs other related duties as assigned or requested

III. Working Conditions/Physical Demands

- Air Conditioned Building
- Light work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects
- Standing, reaching, grasping and typing for sustained periods of time
- Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly
- Ability to receive detailed information through oral communication, and make fine discriminations in sound

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal
- The worker is subject to inside environmental conditions
- Some remote work may be necessary

IV. Supervision

Does this position supervise other employees?	No
If no, does this position make work assignments and/or check the work of others but without the supervisory responsibilities?	No
If yes, what positions:	•
If yes, what are the supervisory responsibilities?	

V. Essential Skills (Minimum qualifications individual must possess when entering position) – i.e. skillsets, education, certifications, etc.

- High School diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience
- Read and comprehend simple instructions, short correspondence and memos
- Write simple correspondence
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other Team Members with the organization
- Work various office machines – copier, calculator
- Computer Literate – Able to use various computer programs effectively (example – Word, Email, Excel, etc.)
- Calculate figures and amounts such as discounts, interest, commissions, proportions, percentages
- Apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Able to work in a fast paced environment with accuracy and efficiency
- Able to work a flexible shift, weekends and holidays
- Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills
- Handles customer questions and complaints, communicates with customers, handles service problems politely and efficiently, always available for customers, follows procedure to solve customer problems, understands company products and services, maintains pleasant and professional image
- Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, meets attendance/punctuality requirements
- Has a global view and is comfortable and effective working with global partners, understands global markets and international considerations
- Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere

- Promotes mutual respect, keeps work place clean and safe, supports safety programs

Employee Name	Employee Signature	Date
Manager Name	Manager Signature	Date
Human Resources Name	Human Resources Signature	Date

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.