



CITY OF DENTON
invites applications for the position of:
Assistant Lead Cashier

An Equal Opportunity Employer

SALARY: \$9.00 - \$10.70 Hourly
\$720.00 - \$856.00 Biweekly

OPENING DATE: 01/27/10

CLOSING DATE: Continuous

JOB DESCRIPTION:

Responsible for supervising all staff and activities relative to the operations of cash handling at Denton Aquatic Facilities.

JOB DUTIES:

- Perform all opening and closing procedures for guest services staff
- Prepare and distribute start-up funds to each cashier at the beginning of each shift
- Responsible for maintaining cleanliness and organization of all admissions areas including entryway, front desk, and admissions office
- Performs routine office duties to include answering the telephone, attending the counter, and enforcing proper safety precautions in the tactful and diplomatic manner with the general public
- Serves as a cashier on a relief basis as necessary
- Prepares administrative reports as requested
- Reconciles all cashier deposits at the end of each shift
- Maintain positive relationships with all employees in all department and observe City policies and procedures
- Must have the ability to get along with guests in a courteous and professional manner
- Regular and punctual attendance

MINIMUM QUALIFICATIONS:

- High School diploma or GED equivalent
- 3-4 years experience with high volume cash handling and customer service
- 2 years supervisory experience

ADDITIONAL INFORMATION:

- Must pass a drug test, driver's license check, criminal history background check, and social security number verification check
- Must be able to work on a rotating schedule seven (7) days
- Ability to operate an electric cash register
- Ability to operate a ten-key by touch
- Ability to perform mathematical computations relating to cash handling
- Ability to communicate effectively with a wide variety of people in a tactful and diplomatic manner
- Ability to follow routine oral instructions
- Ability to balance a cash drawer

Applicants must satisfy all conditions of employment as outlined in the position announcement.
All applicants must pass a pre-employment drug screen prior to employment.

"We are committed to achieving a diversified workforce!"

ADA/EOE/ADEA.

www.cityofdenton.com

"Dedicated to Quality Service"

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.cityofdenton.com>

Job #09-00045
ASSISTANT LEAD CASHIER
JN

OUR OFFICE IS LOCATED AT:

601 E. Hickory St. Suite A

Denton, TX 76205

940-349-8340

hr@cityofdenton.com

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Assistant Lead Cashier Supplemental Questionnaire

- * 1. Please indicate the highest level of education obtained:
- High School/GED
 - Some College
 - Associate's or Technical Degree
 - Bachelor's Degree
 - None of the Above
- * 2. How many years of Customer Service experience do you have?
- Less than 1 year
 - 1-2 years
 - 3-4 years
 - 5-6 years
 - 7+ years
- * 3. How many years cash-handling experience do you have?
- None
 - Less than 1 year
 - 1-2 years
 - 3-4 years
 - 5+ years
- * 4. How many years supervisory experience do you have?
- Less than 1 year
 - 1 year
 - 2-3 years
 - 4+ years
5. Do you have the ability to perform basic mathematical computations relating to cash handling?
- Yes
 - No
- * 6. Do you have the ability to balance a cash drawer?
- Yes
 - No
- * 7. Please indicate the number of years experience you have operating a 10 key machine:
- None
 - Less than 1 year
 - 1-2 years
 - 3-4 years
 - 5+ years
- * 8. Are you able to work the entire summer, beginning in May and ending in September?
- Yes
 - No
- * 9. Are you bilingual in Spanish and English?
- Yes
 - No
- * 10. Do you have experience with Microsoft Office AND Microsoft Excel?

- Yes
- No

* Required Question