

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Point-of-Sale Attendant	BAND/LEVEL:	NE/00
DEPARTMENT:	Parks Services	JOB NO:	9143
DIVISION:	Arboretum & Botanical Gardens	DATE:	8/18/2015
REPORTS TO:	Supervisor, Arboretum & Botanical Gardens	FLSA STATUS:	NE
FULL-TIME:	PART-TIME:	TEMPORARY: XX	COST CENTER: 515

REPLACES: _____ **DATE:** _____

JOB SUMMARY STATEMENT:

Works at and waits on customers at the revenue areas at the Arboretum: admissions kiosk and concession stands. Prepares and sells food/beverage items and merchandise. Collects fees and enters information and cash or credit card into point-of-sale (POS) system. Sets up and cleans work area. Assists with event and rental operations. Provides general information to the public and enforces rules.

DUTIES AND RESPONSIBILITIES:

1. Works at and waits on customers at revenue areas: admission kiosk and concession stands.
2. Collects admission/concession fees and sells membership passes. Enters information and cash or credit card into cash register/POS system to record sale. Makes change if necessary.
3. Prepares and sells requested food/beverage items, merchandise and other retail items at concession stands. Operates microwave oven, beverage machine and other food preparation devices.
4. Prepares and set ups revenue area for daily business and closes down area at end of business day.
5. Assists with product deliveries, stocking and rotation of product.
6. Cleans work area to include mopping, sweeping, dusting and removal of trash. Maintains a clean and functional work area in accordance to state and city health codes.
7. Assists with set up, operation and tear down of events, exhibits and rentals. Assists with operation of G-Scale train display.
8. Provides general information and customer service to the public by answering questions, providing direction, and enforcing rules.
9. Performs other duties as assigned.
10. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
11. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic education in eight grade levels

EXPERIENCE:

This is an entry-level position. No previous experience is required.

SKILLS:

1. Manual dexterity
2. Good communication skills
3. Basic reading and math skills
4. Good memory skills

MENTAL REQUIREMENTS:

1. Ability to work under distracting conditions
2. Ability to perform basic math calculations
3. Ability to carry out assignments through oral and written instructions
4. Ability to receive training and maintain knowledge of Arboretum activities and programs
5. Ability to learn and operate point-of-sale system

PHYSICAL REQUIREMENTS:

1. Ability to operate food preparation equipment such as microwave, beverage dispenser and other food preparation equipment.
2. Ability to operate a cash register
3. Exposure to extreme environmental conditions
4. Ability to sit or stand and be attentive for extended periods of time
5. Ability to greet and assist the general public

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.