

Lead Cashier (Part-Time)

The Army Historical Foundation

Pay Rate: \$14.00

ABOUT THE POSITION

Lead Cashier will function as a Cashier and Host and act in a lead capacity in the absence of the Director or Manager, providing optimal guest services and ensuring that all guest needs are met promptly. The Lead Cashier demonstrates a mastery of the computerized ticketing system and is authorized to handle special transactions to include returns and price overrides. This position is responsible for the opening and closing of the Simulator Gallery. A Lead Cashier will also complete additional tasks as assigned by the Director or Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Authorize and sign for refunds and overrides; count register; make bank deposits.
- Assist in maintaining strict cashier accountability and adherence to company security practices and cash control procedures.
- Supply cashiers with change when needed.
- Complete all required paperwork and documentation according to guidelines and deadlines as assigned.
- Responsible for accurate accounting of register tills.
- Accountable for accurate cash handling and ensures completion and accuracy of all register transactions.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- This position requires supervisory responsibilities in the absence of the Director or Manager.
- The employee is responsible for carrying out assignments, exercising judgment, and taking the initiative.
- Employee assists in training new Foundation Associates.
- Execution of set daily assignments, priorities, and deadlines.
- Responsible for front-line customer service and keeping the Director or Manager informed of problems and concerns.

QUALIFICATIONS:

- To perform the Lead Cashier position successfully, an individual must perform each essential duty satisfactorily.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

REQUIREMENTS:

- Completion of a background screening.

EDUCATION AND EXPERIENCE:

This position requires a high school diploma or general education diploma (GED) and six months to one year of related experience or training.

ADDITIONAL APPLICATION INSTRUCTIONS:

To apply, send a resume to admins@armyhistory.org. Include the job title in the subject of the email.