**Cashier**

**Summary/Objective**

We are looking for an accountable Cashier to process all cash transactions accurately and efficiently in accordance with established policies and procedures. The successful candidate will play a fundamental role in achieving our customer satisfaction and revenue growth objectives. Duties and responsibilities of the cashier will include greeting customers when entering or leaving our establishment, maintaining a clean and tidy checkout area and keeping reports of cash and credit transactions.

**Essential Functions**

* Proven working experience in retail cashier or sales
* PC knowledge and familiarity with electronic equipment (e.g. cash register, scanners, money counters etc)
* Pleasantly deal with customers to ensure satisfaction
* Issue receipts, refunds or change when needed
* Resolve customer complaints, guide them and provide relevant information
* Greet customers professionally when entering or leaving establishments
* Maintain clean and tidy office and checkout areas
* Keep reports of transactions
* Attention to detail and mathematical skills
* Must be able to work with little Supervision

**Competencies**

* Customer/Client Focus
* Strong communication
* Learning Orientation
* Teamwork Orientation
* Thoroughness
* Time Management skills

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment**

While performing the duties of this job, the employee may be exposed to conditions such as parking lot construction. The noise level in the work environment and job sites can be loud due to ingoing and outgoing flights.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

* Prolonged standing (up to five (5) hours uninterrupted).
* Upper and lower body mobility with overhead reaching, turn, bend and stretch.
* Must be 18 years of age.
* Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Position Type/Expected Hours of Work**

This is a full time position, working eight hours centering around morning, evening and overnight shifts. This position regularly requires weekend and holiday work.

**Travel**

No travel is expected for this position.

**Required Education and Experience**

* HS Diploma or equivalent required
* Basic math skills
* Must have excellent verbal and written communication skills
* Must be able to work in a team environment with little supervision

**AAP/EEO Statement**

Elite Airport Parking, LLC is an Equal Opportunity Employer.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.