

Part-Time On-Call Airport Parking Cashier

Pay: \$13.00 - \$14.00 Hourly

Purpose of the Position

- A Part-time on-call parking lot cashier position is available at Golden Triangle Regional Airport. The Parking Cashier position is required to provide customer service while completing ticket and monetary transactions related to parking by providing safe, efficient, and appropriate access to and egress from the airport parking lot.

Typical Duties and Responsibilities (the examples do not cover all job duties)

1. Collects tickets, validates, and accepts payments for parking fees.
2. Operates cash register and kiosks.
3. Balances revenue to cashier reports and report any discrepancies (lost tickets, gate malfunctions, cash shortages, etc.)
4. Monitors cars parking in the lot.
5. Reports incidents or disturbances.
6. Assists motorists with disabled vehicles.
7. Maintains cleanliness of booth and picks up trash in the surrounding area.
8. Record parking events and parking logs.
9. Provide, maintain, and ensure complete customer service.
10. Resolve minor customer complaints or concerns.
11. Manually lift gates for vehicles if gates are not functioning properly.
12. Perform other additional job duties as assigned.

Minimum Requirements

Education and Experience Requirements

- Minimum of 18 years of age.
- High school diploma or equivalent.
- Security and Criminal record check.
- Comply with all required drug and alcohol testing programs, including random testing.
- Ability to communicate verbally and in writing.
- Ability to use parking lot equipment, systems, software, etc.

Knowledge, Skills, and Abilities

- Requires ability to manage cash, calculate correct change, and work cooperatively and courteously.
- Ability to communicate verbally to provide customer service.
- Ability to add, subtract, multiply, divide, and do manual calculations.
- Ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing, and pulling.
- Stocking and troubleshooting parking lot equipment.
- Repetitive standing and sitting in a cashier's booth for hours and extended periods.
- Ability to walk, bend, stoop, push, pull, and lift up to 50 pounds.
- Ability to bend from ground to overhead to lift gates 10-20 pounds.

Job Application:

- Email Resume and References to mdowell@gtra.com