

# Parking Event Attendant/Cashier

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**Job Purpose:**

Provides “first and last line” greetings to customers as they enter and exit various parking facilities downtown Erie. Customer service is a key focus of the position. Attendants accept and collect appropriate parking fees. They drop their banks into safe at the end of each shift and are totally accountable for all transactions that take place on their shift. They will also assist with use of parking equipment on entry and exit of events.

PART TIME/ FULL POSSIBLE (Event Schedule dependent)

Afternoon/ Night Shift

Pay \$14/hour

**General Job Responsibilities – but not limited to:**

- Proper collection of fee for every parking ticket issued
- Accurate accounting of all transactions
- Providing correct change
- Performance of customer courtesy functions (Provide local direction as needed)
- Assist with parking tickets/passes when they malfunction
- Performs other duties as assigned

**Requirements and Qualifications:**

- Applicant must have the ability to handle large sums of cash in a quick, efficient, and professional manner
- Must be able to work quickly and be able stand for prolonged periods of time
- Demonstrate positive customer service skills
- Work in the elements of weather