

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9740

ICE ARENA CASHIER

NATURE OF WORK

This work involves acting as cashier and receptionist at an ice arena.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Signs hockey players and other skaters in to skating sessions.

Collects skating and rental fees from skaters and stamps their hands to prove that they have paid their fees.

Monitors the arena surface to ensure that all who skate have paid admission fees.

Answers the telephone and provides league and party scheduling and rental information.

May assist in setting up nets for hockey games.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the play of the game of hockey.

Ability to ice skate.

Ability to receive fees, make correct change, and operate a cash register.

Ability to communicate effectively with workmates and the public.

Ability to move about the facility 80 to 100% of the workday.

Ability to understand written and oral instructions.

City of Omaha Job Description

Ice Arena Cashier

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EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Cash Register

Telephone

Calculator