CITY OF ATASCADERO
IS ACCEPTING APPLICATIONS FOR

PART-TIME WORKER 11 - ZOO CASHIER
At the Charles Paddock Zoo
(Part-time, No Benefits)

- Salary Range: $13.03 - $15.83/hour
- Filing Deadline: OPEN until the position is filled

APPLICATION PROCEDURE:

Applications may be obtained from the City’s website at atascadero.org, at City Hall located at 6500 Palma Avenue, Atascadero, CA, or by calling (805) 461-5000, during normal business hours. A completed, signed and scanned City of Atascadero Employment Application form may be submitted via email to jobs@atascadero.org, or delivered to City Hall. A résumé of three pages or less may supplement the application but may not be substituted for it. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge.

SELECTION PROCEDURE:

All City application forms received by the final filing date will be reviewed for accuracy, completion, neatness, work experience and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in the examination process which may include, but is not limited to, the initial paper screening, a supplemental questionnaire and an oral interview. Finalists will be required to pass a background check which will include Livescan fingerprinting.

THE POSITION:

This part-time position performs a variety of routine clerical, administrative and financial work by receiving payments from visitors for admission to the Charles Paddock Zoo, and/or for sales of items in the Zoo Gift Shop. Schedule will be determined by the Zoo Director; is most often weekend hours with possible occasional schedule changes to cover staffing needs and will be not be more than 27 hours per week.

EXAMPLES OF JOB DUTIES:

Prepares Zoo ticket office and entrance, opens gates, etc. Greets Zoo guests, sells admission tickets. Operates cash register, makes change and issues receipts or tickets to customers. Records amounts received and prepares reports of transactions; may perform occasional surveys of visitors. Sells food, gift shop items and Zoological Society memberships. Provides information to Zoo visitors, answers telephone, directs calls, and describes features of the Zoo. Monitors vending machines, tracks revenue, orders supplies, and keeps accurate records of sales and inventory. Prepares daily deposit, reconciles cash drawer, transports deposit to bank. Keeps work areas clean and public areas inviting. Other duties as assigned.
QUALIFICATIONS:

Specialized Skills Required: Working knowledge of computers, various computer programs and cash registers; some knowledge of accounting principles and practices.

Preferred Skills: Ability to quickly make accurate arithmetic computations; ability to perform cashier duties accurately; experience with receipting software would be a plus. Possess warm, friendly, approachable demeanor with visitors, coworkers and supervisors; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

Other Requirements: High school graduate or equivalent. Weekend availability.

THE DEPARTMENT:

The position available is at the Charles Paddock Zoo, which is a division of the City Manager’s Office with the City of Atascadero.

THE CITY:

Atascadero was incorporated on July 2, 1979, and became fully operational on July 1, 1980. The City encompasses an area of about 25 square miles with a population of approximately 29,000. Atascadero is located in San Luis Obispo County, midway between the cities of San Luis Obispo and Paso Robles. The coast is a scenic twenty-minute drive away, and there are excellent recreational, educational and cultural activities in the immediate and adjacent area.

EMPLOYEE BENEFITS:

This position is temporary part-time with the City, and is not eligible for benefits, but is covered for Worker's Compensation, Paid Sick Leave in accordance with the Healthy Workplaces, Health Families Act of 2014 and enrolled in a FICA substitute program, as mandated by law. Compensation is salary only.

OTHER SPECIAL REQUIREMENTS:

Upon hire, new employees are required to provide proof of eligibility to work in the United States and will be required to complete an Employment Eligibility Verification form. Employee must be at least 18 years of age. Prior to starting work, the employee must present a valid California Driver License (CDL), a DMV driving record printout, and proof of vehicle insurance coverage upon hire.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Please contact the City of Atascadero City Manager's Office by the final filing date if you will need special accommodations to participate in this selection process due to a legally defined disability.