



CPAC Assistant Cashier Manager

Village of Orland Park

Contact Name: Stacy Landis

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Closing Date: 2022-04-30

Salary: starts at \$14/hour DOQ

Description:

This is a great opportunity to join the Village of Orland Park's award winning Centennial Park Aquatic Center (CPAC) for the 2022 summer season, supporting the Cashier's Office front-end operations as an Assistant Cashier Manager.

This important role as CPAC Assistant Cashier Manager will:

Greet all CPAC visitors in a friendly, courteous, and respectful manner.

Provide exceptional customer service while supervising and scheduling up to 20 front-desk cashier staff to meet daily operational needs.

Be responsible for the open/close front entrance procedures.

Run daily reports.

Balance and prepare the deposit for the armor service to pick up.

In this leadership position, you will be part of a team of assistant managers that will create a team environment and set the example of the expected level of performance enforcing all rules and regulations for the front-desk with a positive attitude.

Qualifications, Knowledge, Skills:

Must be energetic, organized, and have strong communication and interpersonal skills. Proficient computer skills are required.

Must enjoy working outdoors during the summer months. Prior cash handling and customer service experience is required.

Must be available to work during the 2022 summer season beginning mid-May through late August/early September. Approximately 20 hours per week, shifts vary.

Must have availability for weekdays and weekends required for various morning/afternoon/closing and holiday shifts.

Must be 18 years or older and available to work summer holidays, including Memorial Day, and July 4th.

Availability on Labor Day is strongly desired.