

**Virginia Key Beach Park Trust
Entry Gate Attendant**

This is a routine cash handling and general customer/satisfaction position.

The position's work involves responsibility for the rapid and accurate completion of small cash transactions necessary for the general public as they enter the historic beach park in motorized vehicles. The employee in this position must be extremely security conscious and have a talent for elementary math calculation to ensure accurate minor money transactions which may include providing each customer with an entry ticket and any other information and/or literature.

This position may from time to time include special events and rental functions. Accuracy of work is essential to balance numbered tickets, cash register receipts or other controls. This position reports to the Supervisors on duty who are available for resolution of more difficult work problems and/or security issues.

Employee will operate cash register, safe; should be able to balance cash on hand against receipts; prepare cash drops; check balances and reconciles cash statements; performs incidental clerical work; provides general information about events, rental opportunities and other special promotions as needed; keep work area neat and clean.

Employee will perform related work and other general park attendant duties as required.