



POSITION: Cashier Concession Worker
REPORTS TO: Concession Office Manager
DEPARTMENT: Food & Beverage
FLSA STATUS: Non-Exempt

SUMMARY – Position involves preparing for day to day operations, accurately accounting of all transactions, balancing the vault, checking in and out clients.

****Requires applicant to pass a credit and criminal background check.**

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. All other duties and responsibilities may be assigned.

- Accurate counting of cash and coins.
- Balancing vault multiple times during shift
- Preparation of daily paperwork for vault and events
- Maintain accurate cash handling procedures at all times.
- Ability to perform basic office duties such as paperwork and filing.
- Data entry into computer system including 10 key
- Follow rules and regulations of SMG Food & Beverage.
- Attend all SMG Policy Training Classes.
- Provide great customer service.
- Interact with clients and coworkers in a pleasant and professional manner.
- Maintain safe working conditions and sanitary work area.
- All other duties as assigned by Concessions Office Manager or other member of F&B Management

SUPERVISORY RESPONSIBILITIES

This position has limited supervisory responsibilities for employees in the Food & Beverage department. This position carries out any temporarily assigned supervisory responsibilities in accordance with SMG's policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED Certification.
- 1-2 years of cash handling with large sums of money is preferred.
- Basic math ability to accurately count and handle large sums of money.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to follow directions and effectively perform the work.
- Ability to use a 10 key calculator
- Positive attitude and neat appearance.
- Must speak and understand English.
- Remain flexible and adjust to situations as they occur.

PHYSICAL REQUIREMENTS

- Occasional standing and walking.
- Frequent sitting.
- Repetitive motion of the wrists, hands, and fingers.
- Exerting up to 20 pounds of force occasionally, and /or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

WORKING ENVIRONMENT

- May be exposed to occasional to frequent noise during events.
- May be exposed to vibrations during events caused by extreme noise
- May be exposed to strobe lights/lasers during events

HOURS OF WORK AND TRAVEL REQUIREMENTS

- Travel negligible
- Shifts vary – Required to work any shift needed (as scheduled)
- Ability to work irregular hours, including nights, weekends, and holidays.

NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

TO APPLY:

Submit Resume & Cover Letters to:

Human Resources Coordinator
SMG, Chesapeake Energy Arena-Cox Convention Center
One Myriad Gardens
Oklahoma City, Ok. 73102
hrrsmg@chesapeakearena.com
Fax (405) 605-8037
Phone (405) 602-8500

Applicants who need a reasonable accommodation to complete the application process may contact (405) 602-8500.

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.