MOUNT ST. LOUIS MOONSTONE

Rental Cashier

Reports To Your direct Supervisor, and or Nicholas Huter, Sarah Huter, and Robert Huter

Purpose of the Job

Rental Cashiers communicate with guests while selling rental equipment, lift tickets and lockers, as well as, relay information regarding the Resort's policies and procedures.

Duties & Responsibilities

- Sell rentals, lift tickets, lockers
- Handling of Debit, Credit and cash purchases
- Daily records of lift ticket sales, rental sales
- Ensure proper filing of all paper work
- Responsible for signing in large groups (schools)
- Cleanliness of the Rental area
- Read, understand and comply with all Resort Policies and Procedures
- Other duties as assigned

Skills & Educational Requirements

- Computer knowledge
- Cash, Debit and Credit processing skills
- Knowledge of rental equipment, and pricing of tickets and lockers. Keeping up with any changes from season to season
- Possess effective communication and problem solving skills
- Experience working with people of all ages
- Able to work cooperatively with a number of departments
- Experienced in administration of office duties
- Read & write English and able to differentiate between colours

Physical & Time Requirements

- Day Shift Hours 0800 – 1700
- Afternoon Shift Hours 1600 – 2000 or 1600 – 2200
- Be on call and available, if required, on days off
- Follow lunch, washroom and break procedures as directed
- Stability to walk on uneven surfaces and icy conditions
- Ability to remain stationary for long periods of time
- Communicate, converse with and exchange accurate information with customers and fellow employees in a polite and professional manner

_____ **Robert Huter**

Employee Signature Date Robert Huter, General Manager