

BIOSPHERE 2 CASHIER

Position Summary:

Biosphere 2 is seeking a cashier for Biosphere 2 Admissions and Gift Shop. The ideal candidate will be thoroughly committed to Biosphere 2 mission, with proven customer service, cash management, and administrative skills. This position will report to the Manager of Visitor Experience.

Duties & Responsibilities:

- Establish and promote a positive, team bases and 'visitor-first' central culture where staff is truly enjoying being at Biosphere 2
- Provide exceptional customer service
- Must be accurate and prompt in handling financial transactions, which includes cash, check, and credit card processing
- Processes financial transactions, balances cash drawer and receipts nightly, documents discrepancies, and calculates discounts according to established procedures
- Keeps admissions desk and visitors center neat and stocked with necessary supplies
- Assists with gift shop merchandising, stocking, organizing and daily cleaning
- Ensure and enable effective communication within the admissions team and with colleagues in other departments
- The ability to work a flexible schedule which will include weekend and holiday shifts
- Additional duties may be assigned

Knowledge, Skills & Abilities:

- Proven customer service, cash management, and administrative experience
- Ability to interact with others in a mutually courteous and professional manner
- Ability to effectively present information to others, from line employees to top management
- Ability to professionally respond to common inquiries or complaints from guests and visitors
- Ability to troubleshoot and solve practical problems and deal with a variety of variables in situations where only limited information or standardization exists

Preferred Qualifications:

- Must have 3-5 years' experience in a customer service position
- Strong computer skills – proficiency in Microsoft Word, Excel, and Outlook a must
- Excellent customer service skills
- Must be willing and able to work weekends and holidays
- Must be willing to work indoors & outdoors in varying weather conditions