

MANUAL Student Employment Career Services	SECTION Student Job Description				PAGE 1 / 2 REVISOR 7/18
SUBJECT Student Parking Cashier	RANK x022	GROUP II	CBC Yes	PHYSICAL	

DEFINITION:

Under direct supervision, receive and have custody of limited amounts of cash and/or monetary substitutes, a student usually performs all or part of the following duties:

- (a) Receives payment for fees, from parking customers, verifies amount due, gives change if necessary, issues receipt and deposit payments received.
- (b) Verifies amount of payment received against amount of tickets issued or collected.
- (c) Is accountable for discrepancies between cash collections and automatic counter readings, cash register readings, and/or other cash control procedures.
- (d) Keeps comprehensive, complete and neat reports of daily business related to parking customers. Reports have to include, but should not be limited to: starting tickets, ending tickets, total tickets sold, tickets returned, amount per ticket, total amount collected, voids, refunds, and no fees.
- (e) Writes down complaints, and refer complainants and/or customers to the appropriate parking supervisor, i.e. daytime cashiers to daytime supervisor, evening cashier to evening supervisor.
- (f) Reports all unusual situations, accidents, suspicious people to the supervisor. Writes down license number, make of car, and description of person causing any problems.
- (g) Follows the proper procedure for dealing with parking customers as listed in parking procedures and manuals.
- (h) Is responsible for keeping the work station area clean, neat, and uncluttered. An example must be set as an employee of the University of Illinois.
- (i) Maintains a neat and clean personal appearance.
- (j) Maintains, at all times, a friendly and courteous relationship with all people.
- (k) Becomes familiar with the guest parking reservations system. Receive reservation from the parking office staff and allow guests to park in lot.
- (l) Answers inquiries or provides information about campus activities or locations.

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- (m) Assists with inventory of supplies, and/or cars as requested.
- (n) Be responsible for working hours. Supervisor must be notified at least one day in advance of a sickness and/or tardiness.
- (o) Acts in a friendly, businesslike manner and provides assistance, while not accepting any gratuities.
- (p) Secure work station when departing; is responsible for all keys assigned.
- (q) Performs any and all related duties.

BASIC QUALIFICATIONS:

The applicant for this position should have a good aptitude for figures and an ability to communicate diplomatically with the faculty, staff, students, office services, and visitors to the Campus. Student should have one (1) year working experience and three (3) months experience as a Parking Attendant or Cashier.