

CASHIER / GATE ENTRANCE WORKER

DEFINITION

To perform a variety of duties involved in the control of traffic into a County solid waste disposal facility and in the routine maintenance of the facility.

DISTINGUISHING CHARACTERISTICS

This class is distinguished by the responsibility to collect fees and control traffic in the County solid waste facility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory and management personnel.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Prepares entrance area for business each day.

Controls the flow of traffic entering and exiting the solid waste disposal facility.

Checks loads for hazardous waste.

Estimates load sizes; calculates and collects fees based on established fee schedules; issues receipts.

Maintains security of receipts; reconciles cash against receipts and prepares deposits.

Prepares and maintains routine records and reports of solid waste disposal activity.

Maintains recycling area; assists with roadside cleanup program duties.

Assists in the performance of routine grounds maintenance tasks.

Orders clerical supplies as needed.

Receives and responds to inquiries and complaints from customers and the general public.

Performs related duties as assigned.

Cashier/Gate Entrance Worker
Rev.- 01/01/06
Rev.- 01/01/07
Rev.- 07/01/07
Rev.- 01/01/08
Rev.- 07/01/11

M.O. #8-1/04/06
M.O. #19b-1/4/07
M.O. #19b-1/4/07
M.O. #19b-1/4/07
M.O. #11-7/5/11

QUALIFICATIONS:

Knowledge of:

General clerical procedures, including handling cash transactions and basic record-keeping.

Solid waste collection operations.

Vehicle classifications and load capacities.

Recognition of hazardous materials.

Basic arithmetic.

Recycling procedures.

Safe work practices.

Ability to:

Learn, understand and apply pertinent laws, codes and regulations, policies and procedures.

Identify hazardous wastes.

Operate all required vehicles and equipment.

Collect and count money; make change and issue receipts; use a cash register.

Reconcile cash against receipts and prepare bank deposits.

Follow established safe work rules and practices.

Maintain records and prepare reports.

Perform required mathematical computations with accuracy.

Work effectively in the absence of supervision.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible work experience in performing teller or cashier activities; some experience or training in entrance gate or retail store operation desirable.

Training:

High school diploma or GED equivalent.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Physical Demands

Frequently stand or sit for long periods of time. Occasionally bend, stoop, squat, kneel, crouch and reach to access floor safe. Perform activities such as typing on a keyboard involving finger dexterity and eye/hand coordination. Sufficiently recognize and read vehicle license plates at a distance. Sufficiently hear and speak in person, on an intercom system, on the telephone, and over a two-way radio. May be required to lift and carry items weighing up to 50 pounds.

WORKING CONDITIONS

Work outside in inclement weather conditions. Work in an area with exposure to dust, dirt, gas, noise, and odors. Work various shifts, overtime, weekends, holidays, and on-call.