



Alaska SeaLife Center®
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The Alaska SeaLife Center, a non-profit organization dedicated to marine research, rehabilitation, conservation, and public education is seeking applications for the following:

Seasonal Ticketing Cashiers

These positions are responsible for customer service, ticket sales, and access control at the Ticketing Counter at the Alaska SeaLife Center.

Responsibilities (include but are not limited to):

1. Greets customers, answers questions, and provides information on programs, admissions, and hours of operation in person and over the telephone.
2. Encourages customers to purchase additional tours and programs in addition to general admission in a positive low-pressure manner.
3. Operates OmniTicket computers, calculates ticket costs, receives payments, makes correct change, issues receipts, opens and closes out station and cash drawer. Scans tickets to provide access control as needed.
4. Maintains records, records daily receipts, exercises full control and accountability for assigned cash drawer.
5. Assists in maintaining the professional appearance of the Ticketing Counter and Lobby at all times.
6. Maintains a clean, neat personal appearance following Ticketing Dress Code guidelines including clean uniform.
7. Works shifts as scheduled. May be required to work overtime.

Requirements:

One year experience in retail sales and/or in a cashier position preferable. A background with general computer experience preferred. The ability to communicate clearly and concisely and to maintain friendly and courteous contact with the public under conditions which may be busy and/or stressful. The ability to multi-task, working with guests in person as well as on the phone while providing quality customer service. Training in the operation of OmniTicket sales system, sales strategies, and money counting procedures will be provided.

These are temporary (seasonal) full-time or part-time positions.

Start date: Flexible around May 1, 2010

End date: Flexible

Apply by: Open Until Filled

Send resume & application (downloadable at www.alaskasealife.org) to Human Resources, Alaska SeaLife Center, P. O. Box 1329, Seward, AK 99664-1329, or fax 907-224-6320, or email to HR [@alaskasealife.org](mailto:HR@alaskasealife.org).

www.alaskasealife.org

The ASLC is an Equal Opportunity Employer.