



VACANCY ANNOUNCEMENT

Job Title: Pool Cashier, Part-Time

Department: Facilities Management

Representation: Non-Represented

Hourly Rate: \$18.20

Posting Period: Thursday, April 15, 2021 – Friday, April 30, 2021 - (External Posting)

Positions Available: 12 or more

Persons Eligible:

Anyone meeting the minimum requirements

General Description:

The Philadelphia Parking Authority is seeking multiple Pool Cashiers to assist in the daily processes of the Facilities Management Department with the collection of parking revenue from customers at the PPA's parking garages. The Cashier is responsible for a cash drawer and assists citizens utilizing the parking facilities.

Principal Duties:

- Operating a cash register or computer read out register.
- Assisting the parking patron with the use of the equipment: i.e., removing the parking ticket upon entry to the garage
- Assist the patron with payments, lost or damaged tickets,
- Monitor all activity at pay stations, ticket issuing machines, and entry / exit gates
- Make periodic inspections to all garage equipment to ensure it is functioning, and immediately report if it is not
- Report all safety concerns and hazards immediately
- Complete overnight vehicle inventory
- Maintain cleanliness of the facility
- Other duties as needed

Required Knowledge, Skills and Abilities:

- Computer knowledge
- Active listening skills
- Excellent interpersonal and communication skills
- Communicating with others to convey information effectively

Working Hours: Weekends

Minimum Acceptable Training, Experience, and Education:

- High School Diploma or Equivalent
- Customer service and cashier experience preferred

SELECTION CRITERIA: EXTERNAL APPLICANTS

TESTING: YES

50% - ASSESSMENT TEST, (COMPUTERIZED)

50% - ORAL INTERVIEW

APPLICANTS WHO ACHIEVE A COMBINED SCORE OF 36 POINTS FROM THE ASSESSMENT TEST/ EVALUATION BASED ON THE WEIGHT EACH CATEGORY IS GIVEN, WILL BE INVITED TO THE ORAL INTERVIEW PHASE OF THE PROCESS. ONLY THOSE APPLICANTS WITH A COMBINED TOTAL SCORE OF 70 WILL BE PLACED ON THE ELIGIBILITY LIST.

The Philadelphia Parking Authority is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.

PLEASE SUBMIT APPLICATION TO:

PPAJOBAPPS@PHILAPARK.ORG

HUMAN RESOURCES DEPARTMENT
PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET, SUITE 5400
PHILADELPHIA PA 19106