



## Fee Collector

### Description

Oversees and coordinates customer service, merchandising, cash handling control, and other related activities for fee collection booth located at Ken's Tours, Lower Antelope Canyon. Schedules, leads, and oversees the day-to-day activities of Fee Collection Booth employees. Provides input into operating budgets, policies, and procedures, and provides leadership.

### Responsibilities

1. Greets customers, check-in customer on AVTRAX for their tour.
2. Coordinates, and performs computerized cash register sales transactions and cash management.
3. Work closely with Greeter to ensure all seats are sold in timely manner
4. Maximize sales of open seats, offering tours to wait line.
5. Monitors sales through the cash register; resolves discrepancies, prepares, reconciles, and records cash receipts for deposit.
6. Coordinates receipt and return of tickets and/or equipment.
7. General housekeeping cleanliness within the area; ensures that equipment and facilities remain in good repair, and that employee and customer safety standards are maintained.
8. Performs miscellaneous job-related duties as assigned.

### Qualifications

#### Minimum Job Requirements

- High School Diploma/GED or Associates Degree with a focus on business; at least 2 years of experience directly related to the duties and responsibilities specified.
- CPR/1stAide Certification

#### Knowledge, Skills and Abilities Required

- Knowledge of cash management principles and/or procedures.
- Knowledge of mathematics.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of customer service standards and procedures.
- Ability to analyze and solve problems.
- Knowledge of cash management and control principles and procedures.
- Knowledge of sales techniques.
- Ability to operate a computerized cash register.
- Ability to foster a cooperative work environment.

#### Working Conditions and Physical Effort

- Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day.
- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment.

### Employment Type

Fee Collector

### Duration of employment

Full Time / Part Time

### Job Location

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### Working Hours

6 – 10 Hours depending on the Season