



The Capital Wheel

Photobooth Cashier / Photographer

Job Title: Photobooth Cashier/Photographer

Department: Revenue

Reports To: Photo Supervisor/Duty Manager/Revenue Manager

FLSA Status: Non-Exempt

Summary: Captures brand standard photos and receives payment from customers and guests by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Engages guests in a friendly and welcoming manner with the end goal of capturing a brand standard photo.
2. Proactively approaching Guests to offer photo opportunities and inform guests of the variety of photo packages available using proper sales technique.
3. Responsible for image quality. Configuring camera settings prior to shooting.
4. Takes orders, sells, and up sells print packages.
5. Collects cash, credit or debit payments from customers. Provides exact change and maintains an accurate record of cash drawer.
6. Maintains stock in booth including photo equipment, custom photo folders, and printing supplies.
7. Alerts photo supervisor of any photosystem errors and initiates problem solving processes in a timely and efficient manner.
8. Maintains cleanliness of the work area.
9. Answers customer questions & inquires.
10. Opens and closes booths and closes out computer systems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Siriusware.

Knowledge, Skills, and Other Abilities:

- Professionalism
- Friendly demeanor
- Oral communication skills
- Ability to be flexible
- Time Management skills
- Ability to work individually and as a team player

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, use hands, reach with hands and arms, and talk or hear. The employee is frequently required to walk, climb or balance, and stoop, kneel, crouch or crawl. The employee is occasionally required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to see color.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet or humid conditions (non-weather), work near moving mechanical parts, outdoor weather conditions, extreme cold (non-weather), and extreme heat (non-weather). The employee is frequently exposed to concerts and events.

The noise level in the work environment is usually loud.