



PART-TIME CASHIER/SHUTTLE BUS DRIVER

Job Description: An employee in this position receives payment from customers who use parking services at the airport. The employee will also perform shuttle bus driver duties.

- Primary Responsibilities:**
- Provide excellent customer service in assisting customers with payment for parking services, using automated equipment.
 - Handle special issues including lost tickets, equipment malfunctions, and lost or lack of funds.
 - Balance cash records and process credit card transactions and completes necessary reports.
 - Assist customers with information regarding the surrounding area, directions, and airport facilities.
 - Drives a shuttle bus, providing transportation to and from parking lots and the airport terminal. Maintains related and accurate vehicle logs.
 - Assists passengers with luggage, information on available services, and responds to passenger inquiries.

Work Hours: Must be available to work all shifts as needed on a varying schedule as required on any day of the week, weekends or holidays.

Shift Schedules: 5:00 am-12:00 pm 7:30 am-3:30 pm 3:00 pm-12:15 am
 4:30 pm-12:30 am 11:45 pm-7:45 am

- Knowledge & Skills**
- Exceptional oral, written, and interpersonal skills
 - Previous experience in working with the public
 - Demonstrated excellence in customer service
 - Demonstrated ability to work effectively as part of a team
 - Demonstrated ability to maintain a high level of professionalism at all times.
 - Demonstrated dependability and reliability
 - Demonstrated initiative in completing work assignments

- Minimum Requirements:**
- High school education is required.
 - Valid NC Driver's license
 - Clean driving record

- Desired Requirements:**
- Experience as a cashier is desired.
 - Experience driving a shuttle bus or closely related equipment is desired.

Availability: Must be available to work all shifts as needed on a varying schedule as required on any day of the week and the weekend.

Application Deadline: Position will be open until filled.

Interested applicants should complete a PTAA Application for Employment and return to the Human Resources department.

Applications may be submitted online, emailed to ptaahr@gsoair.org, mailed to the address below or delivered to the Human Resources Department of Piedmont Triad Airport Authority.

Contact: Human Resources Department
336-665-5658
1000A Ted Johnson Parkway
Greensboro, NC 27409
www.ptaahr.org
ptaahr@gsoair.org