

Planetarium Assistant

The planetarium assistant provides customer service to visitors by serving as ticket counter cashier, gift shop counter cashier or door usher. Assistant will answer general facility related questions via telephone and in person. Depending on station assigned, the Planetarium assistant's duties may include making sure gift shop, lobby, auditorium and/or restroom areas are kept neat in appearance. Assistant will collect and tally admission tickets and help direct customers into auditorium and provide crowd control before and after each show. Assistant may be asked to help presenter while show is in progress as needed and may need to answer astronomy related questions and other related duties as assigned.

- Start Date: January 11, 2020
- Saturdays 3:00 – 10:30 P.M.
- Rate: \$13 per hour

Students employed by the district must be enrolled in at least 12 units while they are working and complete at least 12 units to qualify for continued employment. In addition, you must maintain a minimum GPA of 2.0 and have attempted fewer than 180 units at De Anza and/or Foothill College.

Essential Duties and Responsibilities:

- Operate cash register and a variety of machines and equipment including credit card authorization machine, computer and other office machines as assigned.
- Collect monies from ticket and gift shop sales.
- Answer facility and or show related questions by telephone and in person.
- Keep gift shop, lobby, auditorium and restroom areas neat in appearance.
- Collect and tally admission tickets.
- Direct customers into auditorium and assist with crowd control before, during and after shows.

Knowledge of:

- Cashiering procedures and techniques
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.
- Make arithmetic computations with speed and accuracy.
- Establish and maintain cooperative and effective working relationships with others.
- Operate cash register and other equipment.
- Communicate effectively and clearly both orally and in writing. Answer customer questions and complaints in a helpful and professional manner.