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# **SYDNEY TRAMWAY MUSEUM**

## **POSITION DESCRIPTION FOR SALESPERSON**

JANUARY 2007

**SYDNEY TRAMWAY MUSEUM**

# Document Control Record

**1. Document Details:**

**Name:** Position Description for Salesperson

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Approved for Issue

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**2. Version History:**

Version Number	Date	Reason/Comments
1.0	10/01/07	Initial draft

**Approved by** \_\_\_\_\_ **Signature & Date** \_\_\_\_\_

**3. Distribution List**

Position	Date	Copy Issued to (Yes/No)	Copy No.	Received
Rail Safety Manager		Y	1	

# SYDNEY TRAMWAY MUSEUM

## Position Description

Position title	Business Unit
<b>Salesperson</b>	<b>Traffic Department</b>

### **General**

Applies to those members who are rostered to work in either the Bookshop or Kiosk.

### **Main Responsibilities of the position**

The main responsibilities and duties of this position are:

- The Safety of the Public shall be the first and most important duty of every driver;
- To check the cash float before starting their shift;
- To be competent in the operation of the cash register;
- To be competent in the operation of the EFPOS machine in the Bookshop;
- To have good communication skills;
- To be good at “handling” money; and
- To be able to “cash up” at the end of the shift..

### **Qualifications and Experience**

Members:

- Who have reached the age of 16;
- Generally no health assessment requirements.

<b>APPROVED</b>	.....		
	NAME	DATE	SIGNATURE