



**Position Announcement:**

**Vault Clerk**

**Pensacola Bay Center**

**Pensacola, FL**

**POSITION:** Part Time Vault Clerk  
**REPORTS TO:** Director of Food and Beverage  
**FLSA STATUS:** Part Time--- Non Exempt

SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for a Part Time Vault Clerk at the Pensacola Bay Center. The Vault Clerk is responsible by performing the duties listed below.

**POSITION SUMMARY:**

Preparation of starting banks; provide change during events and prepare deposit at the end of all events.

**POSITION RESPONSIBILITIES:**

Prepare starting banks for F&B events.  
Provide change for concession stands & bars during events as needed.  
Verify nightly receipts against register readings at the end of the event.  
Prepare night deposits.  
Reconcile & balance vault funds.  
Other duties as assigned.

**WORK CONTACTS:**

Daily contact with the Director of Food & Beverage, Office Manager and all other arena employees. Occasional contact with vendors, subcontractors and non profit groups.

**WORKING CONDITIONS:**

Vault Clerk must be able to work irregular hours as dictated by the event schedule, including nights, weekends and holidays. The position requires working in an office and the physical requirements of walking, lifting and standing for extended periods of time.

**MINIMUM REQUIREMENTS:**

Prior cash handling experience and excellent math skills. Computer knowledge helpful. Good communication skills & willingness to work as a team. Must be able to interact successfully with all food & beverage staff.

**TO APPLY:**

Send resume to:

Chelsea Salaz  
Pensacola Bay Center  
201 E Gregory St  
Pensacola, FL 32502

FAX: 850-432-5201

EMAIL: [hr.pensacolabaycenter@gmail.com](mailto:hr.pensacolabaycenter@gmail.com)

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRRRA Federal Contractor.