
Position Vacancy: Cashier / Clerk

Great City, Great Work, Great Future!

DEPARTMENT:	Park, Culture and Recreation	STATUS:	Regular Part Time
NO. OF POSITIONS:	One	UNION:	CUPE
HOURS OF WORK:	21 hours per week*	SALARY:	\$ 20.45 - \$23.94 per hour

The Canada Games Pool, a 65 meter indoor pool and fitness center, is seeking an outgoing, friendly “go-getter” to perform cashier, registration and customer service duties. The ideal candidate will enjoy working in a fast-paced and sometimes noisy work environment. Your tasks will include assisting in registration; performing cashiering, telephone operation and receptionist duties as required; providing general factual information and assistance to the public; performing filing and incidental typing related to the work; and other assigned related duties.

Requirements include:

- Grade 12 supplemented by sound related experience as cashier and office experience in a recreation setting.
- Sound knowledge of business English, spelling, punctuation, grammar as well as business math principles.
- Ability to maintain office operations including preparing payroll, filing systems, ordering of retail and office supplies, preparing purchasing card consolidations and invoices, billing, cash preparation and handling petty cash.
- Ability to deal effectively with the public, liaise with City staff and external contacts, answer queries and respond to complaints, provide factual information and assistance on policies, regulations and procedures and to employ contemporary service excellence principles.
- Ability to exercise tact, diplomacy, good judgment in making decisions and solving problems and to demonstrate strong interpersonal skills in developing personal connections with customers, staff and external contacts.
- Ability to maintain sustained attention to detail and to make arithmetic calculations with speed and accuracy and communicate effectively both written and verbally with staff, supervisors and the public.
- Ability to respond to cashier counter inquiries, take admissions and registrations, answer phones, sell pool merchandise, subsidy services, provide city and facility information in regard to fees, programs, and other services offered.
- Ability to prepare daily deposits, run required reports, organize registration and perform filing, clerical and incidental typing duties related to the work.
- Knowledge and experience with CLASS and POS systems.
- Ability to pass and maintain a criminal record check.

****This position will work Monday, Tuesday & Friday 9:00am to 4:30pm (shifts may be subject to change and may include weekend work).***

Apply by sending your resume quoting **competition #11-47, by January 13, 2012** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

We thank all applicants in advance; however, only those selected for an interview will be contacted.

*The City of New Westminster is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*