



NEW WESTMINSTER

Great City, Great Work, Great Future!

Position Vacancy: Cashier Attendant

DEPARTMENT:	Park and Recreation	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	Vary, including some evenings and weekends	SALARY:	\$20.82 - \$24.33 per hour + 12% in lieu of benefits

The Canada Games Pool is seeking an outgoing, friendly “go-getter” to perform cashier, registration and customer service duties. You should enjoy a fast paced and hectic work environment. Your job duties include registration, cashiering, answering telephones; and providing information and assistance to the public.

This position works a 4-5 hour shift, two to three times per week, including days, evenings, weekends and statutory holidays. Shift flexibility is a must as days will vary from week to week. One shift per week could include a 5:15 a.m. start.

Requirements include:

- Grade 12 supplemented by sound related experience.
- Sound knowledge of business English, spelling, punctuation, grammar as well as business math principles.
- Ability to deal effectively with the public, other employees and officials in supplying information and assistance; and provide excellent customer service.
- Ability to maintain sustained attention to detail and to make arithmetic calculations with speed and accuracy.
- Ability to assist in preparing, organizing and administering registration procedures, to perform telephone operation, cashier and receptionist duties.
- Ability to perform filing, clerical and incidental typing duties related to the work.
- Ability to operate standard office equipment such as POS and computer.
- Knowledge and experience in CLASS and POS systems would be an asset.
- The successful candidate will be required to pass and maintain a clear Police Information Check.

Please apply in person between 8:30 a.m. and 8:30 p.m. quoting competition #17-120, by September 5, 2017 at Canada Games Pool located at 65 East Sixth Avenue in New Westminister, B.C.

*We thank all applicants in advance; however, only those selected for an interview will be contacted.
The City of New Westminister is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*