

CITY OF TERRACE

VACANCY

RECREATION LEADER (Aquatic Centre Cashier)



Looking for a great place to work? The City of Terrace Leisure Services Department is seeking an outgoing, responsible individual who enjoys working with people and wants to provide top-notch customer service to the public, to fill the position of Recreation Leader (Aquatic Centre Cashier) on a casual basis. This position primarily involves assisting with a variety of janitorial tasks and performs the cashier function at the Aquatic Centre.

EXAMPLES OF WORK PERFORMED:

1. Operate point of sales cash system, receive cash and perform cash procedures in the absence of the Accounting Clerk II;
2. Sell facility passes and handle registrations utilizing designated software;
3. Answer public inquiries about the Aquatic Centre and recreation facility programs and schedules;
4. Assist in maintaining discipline in lobby, washrooms and change rooms;
5. Perform janitorial duties, as assigned;
6. Know and follow emergency procedures when necessary;
7. Other related duties, as required.

MINIMUM TRAINING AND EXPERIENCE:

1. Completion of Grade 10;
2. Some business training;
3. Ability to operate related equipment;
4. Some janitorial experience;
5. First Aid training;
6. Ability to work independently and to accomplish tasks and assignments;
7. Ability to deal effectively with co-workers and the public;
8. Good written and oral communication skills.

This is a casual Union position (CUPE Local 2012) with hours of work being as required. The successful applicants will be required to submit a criminal record check prior to commencing employment.

Forward applications to **Terri Williamson, Human Resources Manager, City of Terrace, 3215 Eby Street, Terrace, B.C. V8G 2X8 Tel. (250) 638-4723 Fax (250) 638-4777(or e-mail to hr@terrace.ca).** **Please refer to Job Posting #58-2018 when submitting your resume.**

The City of Terrace thanks all applicants for their interest, however only those being considered for an interview will be contacted.