



SEASONAL AQUATIC CENTER – CASHIER

Competition Number:	SLCS202403CAS
Positions Available:	4 Part-time (PT)
Posting Date:	February 8, 2024
Deadline to Apply:	February 22, 2024
Hours per week:	25-35 (weather dependent)
Wage:	As per CUPE Collective Agreement

ABOUT THE POSITION

As a member of the Aquatics Centre team, reporting to the Aquatics Supervisor, the cashier performs a variety of reception, clerical, and cash receipting duties to support Aquatic center operation. This position also provides a clean and safe environment for patrons and staff. The ideal candidate will have a positive attitude, proven experience working in a team environment, and excellent interpersonal and customer service skills. The position runs from mid-June to late August.

RESPONSIBILITIES/ACCOUNTABILITIES

- Receives patrons and answers phone calls.
- Collects and processes payments such as admissions, lessons, and rentals.
- Reconciles receipts and float and prepares bank deposit.
- Books pool facilities.
- Processes registrations for programs such as swim lessons, summer programs and special events.
- Maintains and updates records such as reports, statistics, checklists and procedure manuals.
- Monitors patrons and enforces facility rules & regulations.
- Performs janitorial duties such as cleaning washrooms, glass, and lobby and spectator area.
- Participates in annual aquatic center cleaning, and maintenance.
- Performs other related duties such as updating recorded schedule information, health & safety duties, assisting with special events/birthday parties & restocking supplies.

EXPERIENCE/SKILLS/EDUCATION

Required:

- Service oriented, self-motivated, with high energy and an engaging level of enthusiasm.
- Shiftwork and schedule availability
- Basic computer competency

Preferred:

- First Aid
- Previous customer service experience

How to Apply

Email your cover letter and resume in one file by February 22, 2024, to recruiting@raymond.ca. Be sure to include the competition number in the subject line or your application may not reach the appropriate hiring personnel, only applicants selected for an interview will be contacted

We thank all applicants for their interest in The Town of Raymond. If you have questions or concerns, please contact Human Resources at (403) 752-3322 ext. 1019.

The Town is committed to an inclusive, respectable, and equitable workplace. We continuously improve our policies, practices, and systems to remove barriers and ensure our employees, in all their diversity, can succeed. The Town strives to provide reasonable access and accommodation throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact human resources at recruiting@raymond.ca.