



JOB POSTING - EXTERNAL

Position:	Recreation Cashier	FILE: 24R02	Date of Posting:	January 9, 2024
Department:	Recreation & Community Svc		Closing Date:	January 31, 2024
Job Type:	Casual		Employment Type:	Union – CUPE105
Pay Rate	\$ 30.98 per hour		Expected Start:	ASAP

The City values the diversity of the people it serves and in those it hires, and encourages applicants from all walks of life. We are committed to fostering a workplace where individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths.

The City of Prince Rupert is seeking a positive, energetic, and self-motivated individual for the position of Recreation Cashier to join our award-winning organization and team. We seek an enthusiastic team player who works effectively in a diverse environment providing recreation services to the community.

Reporting to the Customer Service Coordinator, the Skate Cashier is reliable, energetic, self-motivated individual, who strive to deliver exceptional customer service. The successful candidate must effectively communicate with the general public and possess good conflict and risk management skills.

What you'll do

- Cash handling including collection of admissions fees and other services,
- Reconcile cash and ensure end of shift float is balanced,
- Complete reporting on facility usage and cash handling,
- Answer inquiries relating to services and programs at the Recreation Complex,
- Provide program registration services,
- Supervise guests and give direction regarding appropriate conduct and make certain of compliance to that direction,
- Adhere to all safety regulations and procedures,
- Complete incident/first aid reports as required,
- Assist in emergency procedures,
- Communicate effectively with co-workers, supervisors and management, and
- Other duties as assigned.

What you'll bring

- Grade 12 or GED,
- WHMIS Certification,
- Standard First Aid, CPR-C, AED,

- ***Aptitude in customer service*** – the successful candidate will focus on improving guest experience and manage feedback in a respectful and professional manner,
- ***Critical and creative thinking*** – the successful applicant can think systematically and explore possible solutions to problems in an innovative way,
- ***Time management*** – the successful candidate can establish priorities to meet deadlines in order to carry out multiple tasks and projects at the same time,
- Cash handling experience,
- General clerical experience,
- Ability to work with minimal supervision, and
- Must be able to obtain and maintain a clear Criminal Record Check.

What to send our way

- Your Resume highlighting your experience, and skills.
- A cover letter that explains your interest in working within our Recreation Department.

Other information that you should know

- If you are not a local applicant, you must be prepared to relocate to Prince Rupert, BC before starting work.
- You must be legally entitled to work in Canada.
- This is a unionized position within the CUPE Local 105 Bargaining Unit.

Please submit your cover letter and resume (in PDF format) to:

Ashley Daigle, Recreation & Community Services Manager

Email to: hrrec@princerupert.ca

Subject Line: Recreation Cashier Position

Mail or drop documents off at:

Jim Ciccone Civic Centre

Att: Ashley Daigle

1000 McBride Street

Prince Rupert, BC, V8J 3H2

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.