

Position:	Skate Cashier	FILE:	EX-RecskateC- 2026
Department:	Recreation & Community Services	Date of Posting:	August 24, 2026
Job Type:	Casual	Closing Date:	Until filled
Salary Range:	\$31.60	Employment Type:	Union – CUPE 105

The City values the diversity of the people it serves and in those it hires and encourages applicants from all backgrounds. 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 is committed to reconciliation and inclusion practices that support our programs and services.

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact Antonio Vera, Senior Human Resources Manager at (250)627-2898 or via email at HR @princerupert.ca.

The City of Prince Rupert provides services to over 12,000 residents and hundreds of businesses and industries. Nestled against the stunning backdrop of the Pacific Northwest, Prince Rupert, BC, offers a unique blend of natural beauty, rich cultural heritage, and a welcoming community spirit. As you embark on your professional journey in this coastal gem, you'll find a workplace environment that mirrors the city's picturesque landscapes – dynamic, invigorating, and full of potential.

Let your skills and talent grow alongside us as we reshape our city's future!

The City of Prince Rupert is looking for a dynamic and dedicated individual to join our operations team as a Skate Cashier.

The Recreation and Community Services department strategic priorities are:

- Develop – Capacity, leadership, partnership, programming and services.
- Influence & Inspire – Advance and promote health and physical literacy in our community.
- Govern – Develop plans, policies and procedures that supports physical literacy, sport, arts/culture and recreation.
- Build – Replace and renew indoor and outdoor recreation infrastructure.
- Champion – To be a catalyst for positive change through an equity lens.
- Respect – To exemplify a respectful and inclusive culture for all.

Join us today! Be a part of a recreation department that promotes healthy lifestyles and advances quality of life for our residents. We are looking for team members with a growth mindset, willing to take on new

opportunities and brings ideas for future advancement.

Reporting to the Recreation Coordinator for Culture and Wellness, a Recreation Cashier provides a wide range of customer service, cash handling and administrative support for the Recreation & Community Services Department. This position plays an important front-line role in the registration of programs, point of sales systems, public inquiries, and providing clerical support to the department. A cashier will support other staff teams during events, programming, facility walk through inspections and greeting of patrons. This role requires strong customer service skills and the ability to adapt in a fast-paced, team-oriented setting.

Duties and Responsibilities

- Handle program and facility inquiries in-person, over the phone, and via email; provide accurate information and resolve public concerns in a courteous and professional manner.
- Register patrons for recreation and fitness programs using Recreation software; Point of Sales transaction and provide system support to users.
- Perform cashiering duties including daily payment collection, cash handling, and reconciliation of transactions.
- Monitor front desks at the pool, recreation and skate office (including skate rentals) and facility walkthroughs to support smooth daily service delivery.
- Provide leadership, support and supervision for the youth/activity lounge for afterschool hours and student support.
- Report on maintenance or safety issues as needed and welcome and greet patrons.
- Assist with promoting equity, wellness, and cultural programs in collaboration with the Recreation Coordinator and local partners.
- Maintain flexibility in scheduling, including availability to work evenings, weekends, and holidays as required.
- Perform other related duties as assigned by supervisors or management

Required Skills & Competencies:

- Experience with point-of-sale (POS) and willingness to learn registration software systems.
- Excellent customer service and interpersonal communication skills.
- Working knowledge of Microsoft Office Suite (Word, Excel, Outlook)
- Accurate keyboarding (minimum 40 wpm).
- Ability to multitask and manage competing priorities in a fast-paced environment.
- Ability to work independently and collaboratively within a team.
- Discretion and professionalism in handling sensitive or confidential information.
- Comfortable responding to emergency situations and providing First Aid when required and completion of incident report forms

Required Qualifications

- Grade 12 or GED,

- Standard First Aid, CPR-C, AED,
- Cash handling and general clerical experience,
- Experience working with youth,
- Ability to work with minimal supervision, and
- Police Information Check with Vulnerable Sector

What to send our way

- Your resume highlighting your experience, and skills.
- A cover letter that explains your interest
- Copies of certifications

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.
- Police Information Check with Vulnerable Sector Check
- Even if you do not think you meet all of the criteria, we encourage all interested applicants to please apply
- This is a unionized position within the CUPE Local 105 Bargaining Unit.

Fitness Requirement:

- Perform tasks and manage energy levels effectively throughout the workday
- Lift/carry up to 25 pounds, to walk/roll and stand/sit for extended periods
- Ability to respond quickly to emergencies and urgent situations
- Ability to use standard office equipment, including computers, phones, photocopiers, and fax machines.

Submit required documents (in PDF format) via email to:

hrrec@princerupert.ca

Subject: Skate Cashier - Casual

OR

Enclose your application documents in an envelope and drop it to:

ATTN: Brian Millis, Recreation and Community Services Manager
Recreation Complex, 1000 McBride, 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.