

CASUAL CASHIER – YARA CENTRE

The City of Moose Jaw has an opening for a casual Cashier at Yara Centre. Under the direction of the Recreation Services Supervisor, the Cashier is responsible for front line administration and delivery of municipal recreation programs.

This position will perform the following duties:

- Accept bookings rentals, tournaments, special events, meeting rooms and birthday parties
- Accept admission, memberships and registration for activities
- Record and balance daily cash while preparing daily deposit for review
- Respond to emails and front desk inquiries
- Record statistics for programs, attendance and usage
- Ensure patrons are aware of safety rules at the facility
- Assist user groups
- Assist maintenance as required with ensuring the facility is clean and tidy

Qualified applicants will possess:

- Grade 12 education, or equivalent
- Related experience including cash handling, client services and office administration
- Ability to work in computer environment
- Satisfactory Vulnerable Sector and Criminal Record Check
- Able to obtain High Five Principles of Health Childhood Development Certification
- Able to obtain Standard First Aid and CPR
- Ability to deal courteously, effectively and tactfully with the public
- Ability to work with cash accurately and be fully bondable

\$18.14 to \$20.52 per hour (\$18.65 to \$21.09 upon CA signing)

Please submit a resume prior to 5:00 p.m. September 18, 2020, including names of references and indicating Competition #20-15 to:



City of Moose Jaw, Human Resource Services
Fax: 306-694-4517 or
E-mail: postings@moosejaw.ca

We will contact applicants we wish to consider within 2 weeks of the competition closing date. All applicants are thanked for their interest.