



JOB DESCRIPTION

POSITION: Cashier/Receptionist

DEPARTMENT: Rossland Pool

CLOSING DATE: Wednesday March 13, 2019 at 4 pm

SUMMARY: The Cashier performs reception, telephone operation and cashiering duties for the Rossland Pool.

DUTIES AND RESPONSIBILITIES:

1. Greets the public as they enter the facility and ensures patrons have paid.
 2. Encourages patrons to shower before entering the pool.
 3. Provides information and assistance to the public concerning programs, special events and facility schedules, both over the phone and in person.
 4. Performs other related duties, as required. These include, but are not limited to: hosing decks, watering flowers, tidying, stocking bathrooms, word processing, filing, photocopying and general housekeeping.
 5. Provides assistance to Aquatic Staff in emergency situations.
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SUPERVISION RECEIVED AND EXERCISED:

Immediate Supervisor: Pool Manager

Positions directly supervised by this position: None

Manager Responsible: Deputy CAO/CO

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education: Grade 9 (minimum 15 years)

Experience: None required

Licences/Certificates:

1. Bronze Cross
2. Standard First Aid with CPR-C

Specific Skills:

1. Ability to deal effectively and courteously with the public and fellow staff members.
2. Effective oral and written communication skills
3. Ability to receive and process cash.

DESIRABLE:

Experience:

1. None required

Licences/Certificates:

1. None required

JOB DESCRIPTION APPROVAL AND DESIGNATION

- Full-Time:**
Part-Time:
Permanent:
Temporary:
Casual:

Signature
Department Head:

Signature
Chief Administrative Officer:

Pay Grade: \$12.65
\$13.85 as of June 1,2019

Effective Date: _____