



JOB DESCRIPTION

Position: Cashier (Seasonal)
Department: Community Services
Reports to: Designated Supervisor

Position Summary:

The primary responsibility of the Cashier is to accept money for services provided (i.e. public swim, public skating, etc.) at one of the Strathroy-Caradoc parks and/or facilities. The Cashier shall work under the guidance of the designated supervisor. The Cashier shall work in a cooperative and positive manner with all other staff, customers, and stakeholders for the successful delivery of department programs and recreation facilities.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Duties and Responsibilities:

- Collection of money for services (i.e. public swim, public skating, etc.).
- Balancing and submission of collected monies from services provided.
- Assisting facility staff with minor cleaning duties, when possible.
- Set-up and clean-up of cashier area.
- Ability to work as a member of the team.
- May be required to work outside and beyond the normal hours of work.
- Perform such other related duties as may be assigned from time to time.

Qualifications:

- ❑ Exceptional customer service, communication and interpersonal skills.
- ❑ Energetic, positive attitude and ability to work independently.
- ❑ Valid class "G" Ontario driver's licence considered an asset.
- ❑ Ability to work day, evening, weekend and on-call shifts.
- ❑ A satisfactory Vulnerable Sector Check required prior to starting employment.

PREPARED BY: William Versloot

APPROVED BY: Greg McClinchey

UPDATED: February 2019

SUPERSEDES DATE: January 2018