

TOWN OF PONOKA

CASUAL CASHIER – COMMUNITY SERVICES

The Town of Ponoka is currently seeking applications for Casual Cashiers for the Ponoka Aquaplex working on an on-call basis for days, nights and weekends.

Duties and responsibilities of this position include:

-) Participation in the delivery of aquatic programs;
-) Booking lessons, facility rentals and responding to customer inquiries;
-) Collect and account for facility use and/or entrance, balancing cash receipts;
-) Participation in the daily operation and maintenance of the facility;
-) Perform routine cleaning and maintenance of the facility;
-) Ability to communicate effectively with staff, and the public in a professional manner;

Required Knowledge:

-) 1 - 3 years of customer service experience;
-) Intermediate knowledge of computer software such as Microsoft Office;
-) Excellent verbal and written communication skills;
-) Standard First Aid and Basic Rescuer CPRC;
-) National Lifeguard or Lifesaving Society Instructor (LSI) certifications would be an asset.

The successful candidate will be required to submit a satisfactory Criminal Record Check with a Vulnerable Sector Check.

Salary: As per AUPE agreement, Class 2, \$15.00 to \$15.76 per hour (plus 10.6 % in lieu of vacation and holidays and shift differentials for evening and weekend shifts).

Hours of Work: Must be available Monday to Sunday during the hours of operations on an on-call basis (days, evenings and weekends). Applicants are asked to specify their availability for shifts on their applications

Applicants are asked to email resumes to hr@ponoka.ca until suitable candidate is found

The Town of Ponoka thanks all applicants in advance, however, only those being considered will be contacted.

