



Cashier

Part-Time

Port Hardy and North Island
Port Hardy

Friday February 27, 2026

Minimum wage - \$ 20/ hour (\$20.87 per hour)

Company: District of Port Hardy

Website: <https://porthardy.ca/municipal-hall/staff/employment-opportunities/>

Industry: A&E/Recreation

Remote/Camp Based Job: No

How to apply:

Please submit a cover letter and resume via email, in person, or mail to: Naomi Heith Manager of Recreation & Community Services 7400 Columbia Street | PO Box 68 Port Hardy, BC V0N 2P0 Email: careers@porthardy.ca Phone: 250.230.4178
Closing date: Until filled.

Attachment: [Cashier Internal External Posting.pdf](#)

Expiry Date:

Friday, March 13, 2026

Details:

Port Hardy Recreation is seeking a part-time, on call cashier to join our team and be available for day, evening, and weekend shifts. This position plays an important role in supporting recreation programs and ensuring a positive experience for all facility users. The cashier is the first point of contact for the community. They greet patrons, answer phones, and register people for programs. They are responsible for collecting admission fees, processing registrations, completing cash reports, and providing information to the public regarding recreation programs and schedules. This role also includes routine administrative and custodial duties to support the smooth operation of the facility.

Qualifications & Experience:

- Demonstrated ability to handle cash, make change, operate a cash register, and complete accurate cash reports.
- Strong customer service skills with the ability to exercise courtesy, tact, and diplomacy when dealing with the public and co-workers.
- Knowledge of recreation programs relevant to the facility (or willingness to learn)
- Ability to work independently and as part of a team.
- Self motivated and complete daily cleaning tasks

The ideal candidate is dependable, detail-oriented, and committed to maintaining a welcoming and well-organized recreation environment for the community.
