

Job: Cashier
Port Hardy Recreation
Internal/External CUPE Local 401 Posting



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.

Position Summary:

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.

Wage: \$20.87

Key Responsibilities:

- Collect admission fees for recreation and leisure activities.
- Issue receipts and process payments accurately.
- Complete daily cash reports and balance cash transactions
- Secure cash in designated storage areas
- Book facility rentals and maintain records of facility usage and sales.
- Respond to public inquiries regarding programs, events, and schedules.
- Refer unusual problems, complaints, or inquiries to a supervisor.
- Respond to emergency situations as directed.
- Perform janitorial and custodial duties to required standards.
- Perform related duties as required.

Required Knowledge, Skills, and Abilities:

- 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.

Application Process:

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.