

TOWN OF CARLETON PLACE

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EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual to fill the position of Casual Cashier.

Summary: The cashier accepts payment of varying forms for program registrations, aquatic merchandise, and reception duties.

Qualification/Experience:

1. Must be a minimum of 14 years of age (E.S.A. requirement);
2. Bronze Cross would be considered an asset;
3. Experience operating point of sale (POS) systems would be considered an asset;
and
4. Vulnerable Sector Check, if over 18 (valid to 6 months of employment).

The 2024 pay grid for the position is \$15.60/hour under age 18 and \$16.55/hour over age 18.

A detailed job description, for this position, can be accessed at www.carletonplace.ca

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior to the closing date. Applications must be received no later than 2:00 p.m., Thursday, April 11, 2024, quoting "Casual Cashier" by mail: Town of Carleton Place, Attn Human Resources, 175 Bridge Street, Carleton Place, ON K7C 2V8 or email hr@carletonplace.ca

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

TOWN OF CARLETON PLACE
JOB DESCRIPTION

DEPARTMENT:	Recreation & Culture Department
DIVISION:	Aquatics
JOB TITLE:	Casual Cashier
EMPLOYEE GROUP:	Non-Union
PAY GRID:	1
SUPERVISOR:	Aquatic Team Lead
REVISION DATE:	June 2020

POSITION SUMMARY:

The cashier accepts payment of varying forms for program registrations, aquatic merchandise, and reception duties.

DUTIES AND RESPONSIBILITIES:

1. Deals with the public in a courteous and efficient manner;
2. Completes program registrations and accepts payment;
3. Performs general maintenance duties including cleaning of washrooms, lobby, and snow shoveling as required.

The above generally describes the duties involved with the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the Aquatic Team Lead.

EDUCATIONAL REQUIREMENTS:

1. Must be a minimum of 14 years of age (E.S.A. requirement);
2. Bronze Cross would be considered an asset.

EXPERIENCE:

Experience operating point of sale (POS) systems would be considered an asset.

SKILLS AND COMPETENCIES:

1. Excellent verbal communication skills, effective customer relation skills
2. Basic mathematical skills;
3. Accurate recording of data, cash receipts, and deposits;
4. Work is primarily manual or clerical;
5. Trustworthy and dependable;
6. Strives to continue with training for advancement into Lifeguard and Instructor positions.
7. Vulnerable Sector check if over 18 years of age.

WORKING CONDITIONS:

Work area is often noisy or crowded. Some exposure to disagreeable conditions. Ability to workdays, afternoons, evenings, weekends, and holidays.

PHYSICAL DEMANDS:

Must be capable of operating food preparation equipment (Slush Puppie machine), lifting, carrying, pushing, and pulling light to moderate objects, standing for extended periods without choice, stooping and crouching.

ENVIRONMENTAL DEMANDS:

Exposed to noise, dirt (cleaning counter etc.), and electrical hazards as well as cold temperatures when shoveling snow.

SENSORY DEMANDS:

The position requires the operation of the Canteen beverage machine, and the cash register.

MENTAL DEMANDS:

Must be able to work at a quick pace, be able to concentrate and follow multiple directions at once (cash handling and food orders/preparations).

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Support Staff, Members of Council.
EXTERNAL	Community organizations, non-profit organizations, inspectors