

City of Victoria JOB VACANCY NOTICE External

CUPE LOCAL 50

DATE OF ISSUE: February 5, 2010 CLOSING DATE: February 15, 2010

Competition Number: **10/20**
Position Title: **Cashier – Recreation Services**
Number of Positions: **Four**
Work Schedule: **Auxiliary on-call; Based on Event Schedule**
Pay Group: **\$16.19 per hour, Pay Grade A03**

ALL APPLICATIONS MUST BE received in the Human Resources Department by 4:30 p.m. on the above closing date and must be complete, including all qualifications and experience relevant to this position.

*Please submit your application quoting the above competition number to:
The City of Victoria Human Resources Department, 627 Pandora Avenue, Victoria, B.C.,
V8W 1N8, by FAX to (250) 361-0238 or by email to hr@victoria.ca.*

DEPARTMENT: Parks, Recreation & Culture / Recreation Services

POSITION FUNCTION

Perform cashier and clerical functions for City of Victoria operated facilities.

KEY DUTIES

Sell various items including but not limited to admissions passes, tickets, merchandise and garbage tags; operate POS and CLASS systems and credit/debit card machine. Balance cash and credit card receipts at end of shift.

Respond to enquiries from the public by providing general information on facility operations, recreational programs, seat selection, course schedules and facilities; take messages and forward calls; record information regarding lost or stolen items and complaints.

Register customers for recreational programs on computerized registration system; complete forms for refunds; record credits and cancellations.

Perform related duties where qualified.

INDEPENDENCE

Work is performed following established procedures and is reviewed while in progress by supervisor.

Problems are referred to supervisor.

WORKING CONDITIONS**Physical Effort:**

Prolonged standing while in work area. (often)

Stand with arms unsupported while keyboarding. (occasional)

Touch keying on calculator. (rare)

Mental Effort:

Deal with complaints and negative comments. (rare)

Visual/Auditory Effort:

Normal.

Work Environment:

Recreation Facility

Required to work irregular hours. (premium item)

KEY SKILLS AND ABILITIES

Operate a POS/Computerised Registration system & credit/debit card terminal.

Use of standard office equipment.

Maintain records and balance cash accurately.

Deal with customers in a courteous and tactful manner.

QUALIFICATIONS**Formal Education, Training and Occupational Certification:**

Grade 10.

Required to obtain criminal record clearance.

Experience:

1 year.

or an equivalent combination of education and experience.

OTHER:

May be requested to substitute in a more senior position.

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This is a CUPE Local 50 position.

Testing may be conducted.