



Employment Opportunity

Part Time Cashier Receptionist

The City of Fernie Leisure Services Department is now accepting applications for the Regular Part-time position of Cashier Receptionist I at the Fernie Aquatic Centre.

SCOPE OF RESPONSIBILITIES

Principle responsibilities include performing reception, inventory, cash management and cashier duties related to the operation of the Aquatic Centre. Works under the direction of the Cashier Receptionist II.

This position is responsible to:

- Oversee the control of inventory.
- Provide receptionist duties including greeting the public in person and over the telephone.
- Provide information to the public and answer inquiries concerning programs, services, events and any other Aquatic Centre bookings.
- Collect fees, reconcile daily cash reports, prepare float and conduct other cash transactions as required. Prepare related reports.
- Responsible for maintaining registration records, Aquatic Centre booking records and issuing receipts for money received. Prepares related reports.
- Responsible for processing and preparing orders for saleable goods.
- Performs all other office related duties as required.
- Shall not perform the duties of Municipal Clerk II (C.U.P.E. Local 2093), other than after hour facility bookings and payments.

QUALIFICATIONS

- Must be 18 years of age or older and be bondable.
- Training and experience in a computerized work environment specifically in a Windows based environment working with Microsoft Office.

ABILITIES

- Must be able to maintain pleasant and effective relations with the public and employees of the City, even in adverse conditions.
- Must be able to receive and process cash, credit card, debit card and cheque remittances.
- Must have the ability to operate a networked personal computer and be able to operate programs utilized in the Aquatic Centre.

Detailed applications are to be submitted to the undersigned no later than 4:00pm local time, Thursday August 7, 2014.

Cam Mertz, Director of Leisure Services

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Closing Date: August 7, 2014