



MOUNTAINS OF OPPORTUNITY

# CRANBROOK

## JOB POSTING

### Cashier – Pool (Term)

#### POSITION

**POSTING #**

24-31

**POSTING TYPE**

Internal

**POSITION TYPE**

Term

**HOURS OF WORK**

Part-Time

(Minimum of eight (8) hours per week but less than twenty (20) hours per week)

**TERM:** 6 months or return of Incumbent

**DEPARTMENT** Recreation and Culture, Western Financial Place

**HOURLY RATE** \$32.5838 to \$34.2731 per hour, Pay Grade 2 – Schedule “A” Inside Employees

**POSITION SUMMARY**

Reporting to the Office and Programming Assistant, the Cashier-Pool will provide cashier duties at the Aquatic Centre which includes telephone and front office enquiries, computer data entry, all cashier functions, program registrations schedules, facility bookings and other duties as assigned.

**ESSENTIAL QUALIFICATIONS****EDUCATION**

- Grade 12 Diploma or GED

**EXPERIENCE**

- Two (2) years cash experience

**SPECIFIC SKILLS**

- Exceptional Public and Staff Relations Skills
- Exceptional Communication and Organizational Skills
- Cash experience
- Quick and accurate computer data entry
- Bookkeeping and Record Keeping

**SPECIAL REQUIREMENTS**

- Criminal Record Check

**CLOSING DATE** 5/15/2024, 4:30pm (MT)

Interested applicants are requested to submit a covering letter and resume to:

**Human Resources  
City of Cranbrook  
40 – 10th Avenue South, Cranbrook, BC V1C 2M8**

**E-mail:** [human.resources@cranbrook.ca](mailto:human.resources@cranbrook.ca) (Submissions in Word or .pdf format only)

*We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.*

***This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.***

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## **The City of Cranbrook**

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

## **Diversity, Equity, and Inclusion**

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15