



LEISURE SERVICES

Fernie Aquatic Centre 250.423.4466

Facility Inquiries 250.423.2245

www.fernie.ca

External Posting - Leisure Services Department, Fernie Aquatic Centre Regular Part-time Cashier Receptionist I – no guaranteed hours

The City of Fernie Leisure Services Department is now accepting external applications for the Regular Part-time Cashier Receptionist I– no guaranteed hours at the Fernie Aquatic Centre.

SCOPE OF RESPONSIBILITIES

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

QUALIFICATIONS

Must be 18 years of age or older.

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 be bondable.

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, February 12, 2015.

Cam Mertz, Director of Leisure Services
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Closing Date: February 12, 2015