

**TOWN OF CARLETON PLACE
JOB DESCRIPTION**

Date: September 2015

Title: Casual Cashier

Reports to: Pool Supervisor

Position Summary: The cashier accepts payment of varying forms for program registrations, merchandise and canteen supplies.

Duties:

- 1) Deal with the public in a courteous and efficient manner.
- 2) Perform cashier duties accurately.
- 3) Serve canteen customers by preparing and selling refreshments.
- 4) Completes program registrations and accepts payment.
- 5) 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 as directed by the Manager of Recreation and Culture and/or the Pool Supervisor.

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

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

Sensory Conditions – The position requires the operation of the Slush Puppie 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).

Position Requirements:

1. Must be 14 years of age (E.S.A. requirement).
2. Excellent verbal communication skills, effective customer relation skills.
3. Basic mathematical skills and computer skills.
4. Accurate recording of data, cash receipts.
5. Work is primarily manual or clerical.
6. Trustworthy and dependable.
7. Experience operating calculators and cash registers an asset.

Other:

1. Bronze Cross an asset.
2. Strives to continue with training for advancement into Lifeguard and Instructor positions.