



Position	Cashier (Pool)
Department	Recreation and Culture - Aquatics
Pay Grade	1 (as per 2025 Approved Wage Grids)
Range	\$16.20 - \$17.20
Supervisor	Aquatic Team Lead
Status	Casual, as needed

Job Summary:

The Town of Carleton Place is seeking a friendly, dependable, and customer-focused individual to join our Aquatics team as a Casual Cashier. This position plays a key role in creating a welcoming and efficient environment at the front counter by processing program registrations, accepting payments, and supporting facility upkeep.

This is a great opportunity for someone looking to gain experience in a municipal recreation setting or interested in future lifeguard and instructor roles.

Key Responsibilities:

- Greet and assist the public in a courteous and efficient manner
- Process program registrations and accept payments via point-of-sale (POS) system
- Perform light maintenance tasks such as cleaning washrooms, shoveling snow, and tidying the lobby area
- Operate food service equipment (e.g., Slush Puppie machine)
- Maintain accurate records of cash receipts and deposits
- Assist the Aquatic Team Lead and contribute to a positive team environment

Qualifications and Requirements:

- Must be at least 14 years of age (per the Employment Standards Act)
- Bronze Cross certification is an asset
- Experience with POS systems is an asset
- Must be trustworthy and reliable with strong customer service skills
- Basic math and clerical skills required
- Must be capable of physical activity including standing for long periods, lifting light to moderate objects, and working in cold conditions (e.g., snow removal)

Note: A Vulnerable Sector Check is required for candidates over 18 years of age.

Working Conditions:

- Work may take place in noisy and busy settings, including pool areas and the front lobby
- Exposure to cleaning supplies, cold weather, and minor physical demands (stooping, crouching, pushing/pulling)
- Must be available for flexible scheduling including evenings, weekends, and statutory holidays

Why Join Us:

- Be part of a fun, community-oriented recreation team
- Gain hands-on experience in customer service and municipal operations
- Opportunity to grow into future aquatic leadership roles

Application Deadline:

May 23, 2025, at 12:00 PM

How to Apply:

Please send your resume and cover letter to hr@carletonplace.ca

The Town of Carleton Place is an equal opportunity employer

We are committed to fostering a diverse and inclusive workplace free from discrimination. We welcome applications from individuals of all backgrounds and abilities. If you require accommodations during the recruitment process, please contact us at hr@carletonplace.ca and we will work with you to meet your needs.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.