



**SAULT
STE. MARIE**

Job Vacancy

Position: Canteen-Slide-Deck Attendant
Job Posting: CDES021-126-2020
Department: CD & ES
Division: Community Centres – John Rhodes
Status: Part Time

Wage Range: \$13.40 / \$14.25 per hour
Job Class: 1*1/1*2
Shifts: up to 30 hours/week
Posted: August 6, 2021

Primary Duties and Accountabilities include but are not limited to:

- Serve customers in a polite and courteous manner
- Receive and process payments and balance cash
- Prepare cash reports; e.g. summary, deposits
- Receive admissions and process registrations and refunds
- Familiar with lesson programs, award system and programs offered
- Prepare attendance, registration and inventory forms
- Assigned work areas clean at all times
- Answer telephone and respond to inquiries
- Order and receive stock
- Availability on weekends and evenings
- Perform other related duties as required

Qualifications:

- Bronze Cross, required
- Standard First aid and/or CPR, is an asset
- Computer literacy, experience with POS
- Cash handling skills
- Positive attitude and excellent communication skills
- Ability to keep organized in a fast paced environment
- Attention to cleanliness and safety
- Experience in a related field, is preferred

To apply for this exciting opportunity, please provide a resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line CDES0021-126-2020 Canteen-Slide-Deck Attendant

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.