



**SAULT
STE.MARIE**

Job Vacancy

(Numerous Positions)

Position:	Canteen-Deck Attendant	Wage Range:	\$16.60 / \$17.60
Job Posting:	CD015-112-2025	Job Class:	1*1/1*2
Department:	CDES	Shifts:	up to 30 hours/week
Division:	Community Centres – John Rhodes	Posted:	May 11, 2026
Status:	Part Time		

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 CD015-112-2025 Canteen-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.*
- ❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*