



Job Vacancy

Position: Cashier (Box Office)
Job Posting: CD017-060-2026
Department: CDES
Division: Community Centres
Status: Part Time

Wage Range: \$18.71
Job Class: 2
Shifts: up to 30 hours / week
Posted: July 8, 2026
Closes: July 29, 2026, 4:30pm

The Cashier (Box Office) position is being advertised in anticipation of staffing requirements for the GFL Memorial Gardens Fall 2026 season. Successful candidates may anticipate start dates in late August or early September, depending on operational requirements.

Primary Duties and Accountabilities include, but are not limited to:

- Sell event tickets.
- Receive and process various payments and provide receipt.
- Balance cash drawer.
- Greet customers and respond to general inquiries.
- Perform other duties, as assigned.

Qualifications:

- Experience with handling and balancing cash.
- Ability to operate a terminal/cash register, scanning equipment and debit card equipment.
- Basic computer skills.
- Excellent customer service.
- Positive attitude and communication skills.
- Ability to keep organized in a fast-paced environment.
- Meet Physical Demands Analysis of the job (stand and sit for extended periods of time).

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

Email human.resources@cityssm.on.ca
Subject line CD017-060-2026 Cashier (Box Office)

- ❖ *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 Integrated Accessibility Standards Regulation, Part III, Employment Standards.*
- ❖ *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.*

