



City of Weyburn

The City of Weyburn's mission is to provide leadership for the creation of a common vision and goals for planned economic growth, efficient use of resources, and a high quality of life in the Weyburn community.

Visit our website:
www.veyburn.ca

The **City of Weyburn Leisure Services Department** invites applications for the position of:

PART-TIME CASHIER/ATTENDANT

The Cashier/Attendant position is a key component to the Leisure Services Department by providing information about programs to the public, processing transactions and recording data for statistical reports. Currently, the Leisure Department is accepting resumes for a Part Time Day Cashier/Attendant Position. More hours may be available in the summer months to cover holidays.

This position will require the Cashier/Attendant to work a variety of shifts to accommodate the Leisure Centre program requirements. The Cashier/Attendant will report directly to the Program Coordinator and will be required to:

- provide the public with information and direction pertaining to the Weyburn Leisure Services schedule of program information;
- accept and accurately record program registrations, swim attendance and swim admissions;
- process revenue generated within the Department and prepare cash reports;
- assist with pool maintenance and other program services when necessary;
- enforce safety policies as well as facility operating policies;
- additional job duties may be assigned from time to time by the Program Coordinator as they see fit; and
- maintain a positive attitude with the public and staff to ensure a harmonious working relationship.

The successful candidate shall possess superior customer service skills, excellent verbal and written skills, data entry and accounting knowledge, as well as knowledge/experience of the Red Cross Swim Program is preferred. Salary is \$9.25 (starting) per hour (Subject to C.U.P.E. Local 90 Agreement).

Resumes will be accepted until position is filled.

Please submit resumes or direct further position inquiries to:
Mathew Warren, Director of Leisure Services
Box 370, Weyburn, Saskatchewan S4H 2K6
P: 306.848.3217 F: 306.842.2001
or electronic resumes to: mwarren@weyburn.ca