

Pool Cashier



Starting Date

May 3, 2021

Duties

1. Collect revenues at the pool;
2. Balance and deposit daily cash and reconcile with the Town Office staff;
3. Collect lesson registrations;
4. Routine daily cleaning;
5. Gather and record statistics for the season;
6. Serve as a secretary for the facility operator;
7. Work in conjunction with the pool operator to provide service delivery for the regional Southern Alberta Summer Games and the Cardston 5M/5km Road Race as needed;
8. Other related work as required.

Qualifications

1. A dependable, self-motivated person who is able to work on their own to accomplish the goals of the program;
2. Be able to courteously and efficiently deal with public enquiries;
3. Be friendly, courteous and helpful at all times, in all situations;
4. Dress standards will be required of the successful applicant;
5. Must be able to take direction from those supervising the program;
6. Experience in computer related operations;

Hours

35 - 40 hours per week as needed. This position requires working afternoons and evenings Monday through Saturday

Application Deadline

March 19, 2021

Application and Resume

Doug Sanders
Pool Manager
Town of Cardston
PO Box 280
Cardston, AB T0K 0K0
doug@cardston.ca