CAREER OPPORTUNITY
FRONT DESK CLERK
CASUAL



The Bulkley Valley Regional Pool & Recreation Centre is a community recreation centre like no other! Built and operated by the not-for-profit Bulkley Valley Aquatic Centre Management Society, the recreation centre features a 4-lane 25m main pool, leisure lagoon, tot pool, 25-person hot tub, sauna, fitness studio, indoor rock-climbing wall and convertible squash/racquetball courts.

As our Front Desk Clerk, you will be the first point of contact for patrons. Your responsibilities include greeting patrons, answering inquiries, processing program registrations, selling memberships and merchandise, handling point-of-sale transactions, balancing the till, performing light janitorial tasks, advertising, managing inventory, purchasing, and more. We are looking for someone friendly with strong communication skills and a proven ability to multitask while maintaining attention to detail.

Hours of Work

Casual positions will be scheduled a variety of shifts which have the potential to include a variety of early mornings, evenings and weekends. Casual employees work between 0-40 hours per week. The candidate can expect 8- 25 hours/week.

Compensation

Casual pay rate: $20.94 and receives additional benefits, including employee free facility access and a 25% discount on programs and merchandise.

Requirements

- Exceptional customer service and professionalism
- Sound knowledge of cash handling procedures, including cash report reconciliation
- Initiative in making decisions in line with applicable rules and policies
- Proficiency in using office equipment and related software
- Experience in Recreation
- Food Safe certificate (*or willingness to take)*
- Standard First Aid and CPR C (*can be obtained or recertified at the BV Pool and within 6 months hire date)*

If you wish to pursue this opportunity, please submit a cover letter & resume to:

Emma Baker, Facility Manager
Bulkley Valley Regional Pool & Recreation Centre
PO Box 2298, 1316 Toronto St. Smithers BC, V0J2N0
jobs@bvpool.com

We wish to thank all applicants for their interest; however, only those selected for interviews will be contacted.