
External Job Posting

The Hamilton Conservation Authority has a seasonal opportunity for a

Full Time Seasonal Cashier at Wild Waterworks

Job Summary:

Reporting to the Assistant Manager Administration of Wild Waterworks, the Cashier issues daily admission and concession receipts, checks patron belongings, rents tubes, collects fees, records monies received and controls entry and exit points. In addition, the person in this position serves and prepares consumables and maintains facilities to exceptional sanitary conditions. The Cashier is responsible for ensuring the safety and enjoyment of patrons at Wild Waterworks, through the promotion of facility rules and regulations, and providing information regarding the available activities and facilities at Wild Waterworks and the Hamilton Conservation Authority.

Other duties include:

- Knowledge of and compliance with Hamilton Conservation Authority personnel policy, safe working procedures, emergency procedures, and relevant legislation.
- Knowledge of and ensure facility compliance with relevant legislation including but not limited to Ontario Health Protection and Promotion Act: Food Premises, Accessibility for Ontarians Disabilities Act, and Human Rights Code.
- Inspect patron bags/coolers and advise of items that are not permitted in the facility.
- Assume responsibility for the physical appearance, organization and cleanliness of work stations. Duties may include cleaning floors, windows, dusting, organizing, delivering food and supplies, restocking condiments and utensils, preparing tubes for rental, washing dishes, planting flowers, watering trees and shrubs and litter removal.
- Process various types of sales, including admissions, rentals, food and novelty items.
- Greet and escort patrons to check into their cabanas, and assist with providing VIP service to cabana users including delivering snacks, clean up, and restocking cabana supplies.
- Conduct surveys, capacity counts, attendance and sales/rental statistics.
- Provide accurate information and assistance to visitors in a courteous and hospitable manner.
- Assist and work cohesively in a team environment with all departments, communicate effectively, and maintain a positive, professional attitude towards work, patrons, and coworkers
- Assist in emergencies and incidents within the facility as requested.
- Refer occurrences of a serious or criminal nature to a Supervisor, Manager, Security, or Police
- Follow appropriate procedures concerning the safe handling of monies, loss prevention, passes, and confidential information.
- Any other duties as assigned to support the team effort at the HCA.

- As part of the Hamilton Conservation Authority team, you may be scheduled and asked to report to a different conservation area to assist with special events, staffing shortages, etc. throughout the length of your employment period.
- Various physical abilities including but not limited to:
 - Remain in a stationary position for a prolonged period of time.
 - Lifting and carrying products up to 20lbs.
 - Climbing and descending from ladders, stairs, and ramps.
 - Repetitive movements which may require pivoting and reaching.

Qualifications:

Experience that may help you be successful in this role:

- Experience with cash handling, POS systems, food service and public relations.
- A friendly and pleasant personality with the ability to demonstrate maturity and sound judgement
- Ability to perform repetitive tasks with a high level of quality and consistency
- Ability to handle a high level of responsibility and respond effectively in high stress situations
- Communicate effectively, demonstrating good interpersonal skills with the public and fellow staff
- Standard First Aid and CPR Certification.
- Secondary school education
- Ability to speak a second language.

You will be a great fit for this role if you have:

- Ability to work outside, and/or in buildings in all types of weather, including heat and humidity.
- Ability to work weekends, holidays, and sometimes in isolation.
- Creativity, flexibility, and problem-solving capabilities.
- Excellent organizational and administrative skills, and attention to detail.

Working Conditions:

The work location will be at Wild Waterworks, 680 Van Wagners Beach Road, Hamilton, Ontario. Working hours will be an average of 35 hours per week, weather depending. This position may be required to work in other Conservation Areas or on special projects for defined periods of time as directed by the Director of Conservation Area Services

Application Process:

Interested applicants should email their resume with “Cashier” in the subject line to:

Attention: Wild Waterworks Manager

Email: wwwjobs@conservationhamilton.ca

Although we appreciate the interest of all applicants, only those selected for an interview will be contacted.

Accessibility accommodations are available for all parts of the recruitment process; applicants are asked to inform Human Resources for any disability required accommodations in advance.