



... a great place to live, work & play

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

Cashier/Receptionist

Our Parks, Recreation & Culture Department is looking for auxiliary/on-call Cashier/Receptionists to work at our various recreation facilities throughout Delta. The work involves the provision of assistance and information to the public regarding recreation programs, events, schedules, rentals and fees; processing registration for all recreation programs; receiving and processing payments and reconciling records. An incumbent will possess the ability to deal effectively and courteously with the public as well as perform other duties as required.

Required Knowledge, Skills & Abilities:

- Completion of Grade 12/equivalent, including or supplemented by commercial courses;
- Minimum 3 years cashier, clerical, or receptionist experience in an office environment;
- Must be flexible in your availability to work as needed for on-call shifts with short notice, including daytime, evenings and weekends;
- Excellent customer service experience, demonstrated through employment references;
- Working knowledge of computer applications related to the work performed;
- Knowledge and experience with Xplor and POS systems is an asset;
- Typing Speed - minimum 45 wpm.

Candidates that are short-listed will be tested on their typing and computer proficiency.

The City of Delta provides a competitive salary of \$25.93 per hour + 12% in lieu of vacation, public holidays and benefits. Interested applicants are requested to apply online at www.delta.ca/employment, to competition number **25-119 EX** by **April 28, 2024**.

At the City of Delta, we are committed to recruiting and retaining a diverse workforce that is representative of our community, providing equal opportunity, and fostering an inclusive workplace where our individual differences are recognized, valued and celebrated.

We thank all applicants for their interest; only those under consideration will be contacted. Copies of relevant professional certificates, degrees, or tickets must be submitted with your application. Preferred candidates will be required to submit a Police Information Check.