
Cashier Attendants

DEPARTMENT:	Parks & Recreation	STATUS:	Auxiliary
NO. OF POSITIONS:	5	UNION:	CUPE Local 387
HOURS OF WORK:	Varies*	SALARY:	\$25.22 to \$29.49 per hour (2024 rates) + 12% in lieu of all benefits and vacation

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 85,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

The City of New Westminster is seeking enthusiastic, positive, and reliable cashiers who thrive in a fast-paced work environment to work in variety of Recreation Centres, Arenas and Aquatic facilities within New Westminster.

Job duties include registration, cashiering, answering telephones, providing information and assistance to the public and selling a variety of retail and packaged food and drinks.

BENEFITS OF WORKING FOR US:

- Free staff membership to access Parks and Recreation services.
- Competitive salary.
- Opportunities for professional development and career growth.
- Employee Assistance Program with free access to counselling.
- Opportunity to create lifelong friendships.
- Be part of an inclusive, diverse and rewarding workplace.

APPLICANT QUALIFICATIONS:

- Grade 12, supplemented by the completion of courses in office administration or related discipline plus sound customer service, cashiering and clerical experience; or an equivalent combination of training and experience.
- Related experience in a municipal and/or recreation setting is preferred.
- Knowledge and experience in Xplor Recreation software is preferred.
- Knowledge and experience in POS systems, and MS Office Suite.
- Ability to perform filing, clerical and incidental typing duties related to the work.
- Ability to provide excellent customer service.
- Ability to make arithmetic calculations with speed and accuracy.
- The successful candidate will be required to pass and maintain a clear Police Information Check with Vulnerable Sector.

****These positions generally work a 4-7 hour shift, one to three times per week, including days, evenings, weekends and statutory holidays. Shifts can start as early as 5:00 a.m. and end as late as 10:30 p.m.***

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by December 7, 2025.

We offer our employees great work-life balance, including competitive salaries, comprehensive health and wellness benefits and retirement plans (a percentage in lieu of benefits for auxiliary positions). We also offer a hybrid remote work schedule in accordance with our Remote Work Policy, opportunities for education and training, and engaging, rewarding work.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.