
Cashier Attendants

DEPARTMENT:	Parks and Recreation	STATUS:	Regular Part Time
NO. OF POSITIONS:	2	UNION:	CUPE, Local 387
HOURS OF WORK:	17.5 hours per week*	SALARY:	\$27.01 to \$31.59 per hour + benefits

As a central hub in the Metro Vancouver area, the City of New Westminister delivers a broad spectrum of urban services to over 92,000 residents. New Westminister 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 Westminister Parks and Recreation Department is seeking energetic and customer service focused Cashier Attendants to join the team at Century House. Century House is a community centre that is focused programs, services, and supports for the older adult population in New Westminister. As a member of the team, you will thrive in a fast-paced recreation environment where excellence in customer service is essential. This position will report to the Recreation Facility Clerk/Supervisor and work with a small team of staff and seniors volunteers. Job duties include administrative support, registration, cashiering, and providing front line customer service to the public.

BENEFITS OF WORKING FOR US:

- Free staff membership to access Parks and Recreation
- Competitive salary
- Opportunities for professional development and career growth
- Employee Assistance Program with free access to counseling
- Be a part of an inclusive, diverse, and rewarding workplace
- Work with the 50+ population

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
- Experience working with older adults an asset
- Knowledge and experience in Xplor registration 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

***Schedule 1: Sundays 8:30am – 4:00pm, Mondays 8:45am – 2:45pm, Tuesdays 4:00pm – 9:00pm**

***Schedule 2: Wednesdays 8:45am – 2:15pm, Thursdays 8:45am – 2:45pm, Fridays 2:00pm – 9:00pm**

**Apply online with your resume and cover letter in one document
at www.newwestcity.ca/employment by March 24, 2026.**

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 Westminister is on the unceded and unsundered 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.*