



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Vacancy: Regular Part-Time Customer Service & Facility Clerk

Posting Number: J0426-0517

Department: OSCC 55+ **Branch:** Oshawa Senior Community Centres

Location: OSCC - John St.

Posting Start Date: 2026/05/12 **Posting End Date:** 2026/05/21 by 4:30p.m.

Group: CUPE 251 **Salary Grade:** 2, \$29.08 - \$32.35 per hour

Standard Weekly Hours of Work: Up to 24 **Shift Work Required:** Yes

Reporting to the Manager, Administration & Finance, or designate, the Customer Service and Facility Clerk is responsible to provide efficient and courteous front line customer service and administrative/clerical support to staff and the public at OSCC facilities.

Responsibilities:

- Provide front line customer service to Oshawa Senior Citizens Centres participants, external agencies and general members of the public
- Receive and process program registrations, memberships, revenues and performing various cash control and reconciliation functions
- Complete opening and closing procedures and monitor the facility
- Provide administrative and clerical support to staff, volunteers and participants
- Perform other duties as assigned
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust

Requirements:

- Completion of a one (1) year college certificate in Office Administration, Customer Service, or a related discipline, plus one (1) year of relevant customer service experience, as well as experience working with seniors; or an equivalent combination of education and relevant experience
- Current Certification in Standard First Aid, CPR (Level C), and AED or be willing to obtain and maintain
- Established computer skills and experience in related software applications (Microsoft Word, Outlook and IntelliManager)
- Excellent customer service and communication skills to deal effectively with internal and external customers
- Ability to work independently, quickly and competently in a multi-task environment with frequent interruptions
- Ability to respond on short notice and work shifts, including days, evenings, weekends and on holidays

As a condition of employment, the City of Oshawa will require successful candidates to provide a Criminal Records Check with Vulnerable Sector Search.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

Apply Online: <https://www.oshawa.ca/city-hall/careers/>

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.