



## JOB DESCRIPTION

### Aquatics Clerk

<b>Department</b>	Community Services	<b>Reports To</b>	Aquatics Customer Service Coordinator
<b>Directly Supervises</b>	N/A		
<b>Indirectly Supervises</b>	N/A		
<b>Union</b>	CUPE 2403		

#### **POSITION SUMMARY:**

Under the general direction of the Aquatics Customer Service Coordinator or designate, the Aquatics Clerk is responsible for keyboarding, cash handling, cashiering, reception, and clerical work serving the public in the Kenn Borek Aquatic Centre. Other responsibilities include light janitorial and related duties as assigned. This position may work a variety of hours to meet operational needs.

#### **KEY DUTIES PERFORMED:**

1. Provides information and assistance to the public, various external contacts and community groups.
2. Assists in maintaining and filing a variety of office records.
3. Receives, records and reconciles cash received from public & users, issues receipts using point of sale software.
4. Receives and relays telephone or counter enquires to the appropriate person and provides basic departmental information.
5. Assists in preparing reports and performs statistical analysis related to aquatic recreational programs.
6. Provide changing and washrooms checks, flushing toilets, changing TP/paper towel, topping up soaps, quick clean of muddy floors.
7. Wiping down of touch points in high traffic areas.
8. In winter, snow shovelling may be required.

#### **REQUIRED KNOWLEDGE, ABILITIES & SKILLS:**

1. Completion of Grade 12 education.
2. Completion of an Applied Business Technology diploma, or equivalent.
3. Accurate keyboarding/typing skills at a speed of 50 WPM or a demonstrated ability to perform necessary data entry & word processing functions to an equivalent level.
4. Efficiency in computer usage and in particular the Microsoft Office Suite and Adobe Acrobat software.
5. Compliance with a Criminal Record Search with a Vulnerable Sector.
6. Experienced at handling cash and receiving payments.
7. Perform all the duties outlined above in a safe manner following established Operational Guidelines, Occupational Health and Safety rules, Violence in the Workplace policies, and W.S.B.C. Regulations (i.e., WHMIS).

### **DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:**

1. Excellent interpersonal skills and the ability to communicate well with all age groups ranging from preschoolers to seniors.
2. Certification in Standard First Aid with a CPR C/AED.

### **HEALTH AND SAFETY RESPONSIBILITIES:**

All employees of the City of Dawson Creek are responsible for helping to maintain a safe and healthy workplace. In this role, you are expected to:

- Take reasonable care to protect your own health and safety and the health and safety of others.
- Follow all Occupational Health & Safety (OHS) policies, procedures, regulations, and instructions.
- Perform your work according to established safe work practices.
- Use and wear required personal protective equipment (PPE) and safety devices.
- Avoid unsafe behaviour that could put yourself or others at risk and ensure you are fit for work and not impaired.
- Report to your supervisor any unsafe conditions, hazards, damaged or missing safety equipment, or violations of safety rules.
- Cooperate with workplace safety committees, safety representatives, and WorkSafeBC Officers as required.

**NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.**