



Cashier/Custodian

Part-Time Position

The Town of The Pas is hiring a part-time Cashier/Custodian at the Winton Pool. This position will be ideal for someone who enjoys working with the public in a recreational environment. This role provides the opportunity to develop customer service, communication, and leadership skills while assisting with administrative operations and maintaining a safe, clean, and welcoming facility.

Skills & Qualifications:

- Completion of Grade 12 or currently enrolled in Grade 12.
- Excellent communication skills and a friendly, approachable demeanor.
- Previous customer service experience.
- Proficiency in handling cash and all other monetary transactions.
- Good knowledge in workplace safety and health regulations.
- Must work well with children and portray a positive public image.
- Willingness to work flexible hours, including evenings, weekends, and holidays as required.
- Satisfactory Criminal Record Check and Vulnerable Sector Checks required.

Duties & Responsibilities:

- Ensure all patrons of the Winton Pool/RHJ Arena are issued admittance tickets for public functions at the facilities and all financial transactions for public swimming and skating are accurate.
- Maintain accurate records of transactions, memberships, and other relevant data, assisting with daily reconciliation tasks.
- Provide friendly and efficient service to all patrons of the Winton pool, handling inquiries, providing information, and addressing concerns.
- Accurately handle cash, debit, and credit transactions, ensuring the security and accuracy of all financial exchanges.
- Facilitate the cleanliness and safety of the Winton pool by performing regular cleaning tasks, including sweeping, mopping, disinfecting surfaces, and emptying trash bins.
- Follow established health and safety guidelines to ensure a safe environment for all patrons and staff.
- Performs other related duties as assigned.

Wage Rate: As Per Collective Agreement, \$23.76

Hours of Work: 5:45 AM to 2:15 PM or 1:45 PM to 10:15 PM Monday
through Friday; 7:45 AM to 2:15 PM or 1:45 PM to 8:15 PM
on weekends.

Applications will be accepted until **October 8, 2026** and should be submitted through any of the following methods:

Online: www.townofthepas.ca/employment-opportunities

Email: hr@townofthepas.ca

Mail: P.O. Box 870, The Pas, MB. R9A 1K8

In Person: 81 Edwards Ave, The Pas, MB

Fax: (204)-623-5506

This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba. We thank all candidates for their interest however only those selected for an interview will be contacted.