

# *The City of Trail*

## **JOB DESCRIPTION**

**TITLE:** CASHIER/RECEPTIONIST

**DEPARTMENT:** PARKS AND RECREATION

**REPORTS TO:** PARKS AND RECREATION MANAGER

➤ *This position is within the Bargaining Unit – CUPE, Local 2087*

### ***POSITION SUMMARY:***

The Cashier/Receptionist performs reception, switchboard operation and cashiering duties for the Parks and Recreation Department.

### ***SPECIFIC DUTIES:***

1. Provides information and assistance to the public concerning programs, special events and facility schedules, both over the phone and in person.
2. Processes the public through program registration and attendance at drop-in activities.
3. Receives payments for program fees and facility rentals. Makes change, issues receipts and prepares daily cash reports.
4. Performs other duties, as required. These include, but are not limited to: word processing, filing, photocopying and general office housekeeping.
5. Provides assistance to Aquatic Staff in emergency situations.

### ***QUALIFICATIONS:***

1. Ability to deal effectively and courteously with public and fellow staff members.
2. Ability to receive and process cash, cheque and credit card remittances.
3. Ability to operate common office equipment.
4. Ability to use computer software, including word processing and spreadsheet programs (Word, Excel, Outlook).
5. Minimum of Grade 12 education.
6. Valid BC Driver's License.

7. Standard First Aid or OFA Level 1.
8. Some standard swimming skills.
9. Desirable to have certification in a recognized janitorial maintenance training program.

**WAGES:**

As per Schedule "C" of the Collective Agreement.

**HOURS OF WORK:**

As per the Collective Agreement.

Approved by:



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**CUPE, Local 2087 representative**

Date: January 16, 2026



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**City of Trail representative**

Date: November 26, 2025 \_\_\_\_\_