



# OCHAPOWACE

P.O. Box 550, Whitewood, Saskatchewan, S0G 5C0  
Phone: (306) 696-2425 Fax: (306) 696-2426

## JOB OPPORTUNITY

### Chief Denton George Memorial Multiplex (CDGMM)

#### POSITION: CASHIER – 2 positions

**Job Summary:** The Cashier Clerk is a support position who is directly supervised by the CDGMM Manager. The Cashier Clerk is responsible for operating the cash register, debit machine, preparing and processing daily cash float, compiling cash sheets as well as reconciling daily sales report accurately. Other duties will include general clean up of the cash register area, assist in maintaining inventory, and any other duties assigned by the CDGMM Manager.

#### Qualifications:

- The Cashier Clerk must possess a general knowledge of the retail industry.
- Should have a minimum of grade 12 or equivalent practical experience in operating a cash register in any retail environment.
- Must be willing and available for shift work and be on-call in cases of unscheduled absences and emergencies.
- Must have excellent communications skills to deal effectively and orally with Supervisor, fellow employees, and the customers.
- Must be able to work under pressure to deal with customers and possess excellent time management skills.
- Must possess the ability to be assertive in order to deal with customers in a business-like manner.
- Must possess the ability to take direction, work with minimum supervision promote a team environment.
- Must be willing and able to understand the procedures, practices and policies of the CDGMM.
- Must have the knowledge and ability to perform mathematical equations to reconcile daily sales reports; Ability to be prompt and accurate when completing tasks.
- Prepared to stand for long periods of time in work area or be on feet constantly.
- Be well organized, punctual, dependable, and reliable and to ensure that confidential matters remain confidential.
- Bondable: Must submit a criminal record check (vulnerable sector) and drug test.

**Apply By: Friday, January 13, 2021**

Interviews: Only those selected for interviews will be contacted. Qualified Applicants may apply via email or drop off to:

Ochapowace Human Resource Office [mel.bear@ochapowace.ca](mailto:mel.bear@ochapowace.ca)