



# **BARKERVILLE**

— HISTORIC TOWN & PARK —

Governed by: Barkerville Heritage Trust  
14301 Highway 26 East  
Box 19, Barkerville, BC V0K 1B0 ([www.barkerville.ca](http://www.barkerville.ca))

## **Job Posting: Seasonal and Casual Cashiers**

*2019 04 14 Version 1.0*

### **JOB SUMMARY**

We are looking for seasonal and casual cashiers who enjoy working with the public and have a friendly, outgoing personalities, and can be flexible with work hours. The ideal candidate provides exceptional customer service and displays a positive attitude when interacting with customers and employees.

**Classification: Reception, Cashier, and Office Assistant**

**Job title: Cashier**

**Positions: Seasonal (20 – 35hrs per week), Casual – On Call**

**Closing Date: April 29th, 2019**

**Start Date: May 13<sup>th</sup>, 2019**

**Internal/External Posting**

#### **Status:**

- BC Government Employees Union (BCGEU)
- Salary Grade: \$21.75 plus privileges as dispersed according to the Collective Agreement between the BCGEU and the Barkerville Heritage Trust

#### **Orientation and Supervision: (how the position fits into the company structure)**

- Position reports to the commerce lead and general manager
- Performs all operational duties based upon industry standards and guided by the *Standards and Guidelines for the Conservation of Historic Places in Canada* to ensure the continued protection and conservation of Barkerville Historic Town & Park
- Works as a team member with all Barkerville Heritage Trust site staff and contractors involved with operational activities

#### **Main tasks or responsibilities (core duties of the position, including but not limited to):**

- Welcoming customers, answering their questions and creating a positive customer experience
- Use of a point of sale system and Interact/Visa/Mastercard machine
- Manage a cash float and reconcile daily cash reports; maintains an accurate cash drawer
- Use campgrounds bookings system for bookings and bookings look-up
- Processes payment and check-ins and check-outs of campgrounds and Barkerville accommodations
- Opening and closing duties related to Visitor Reception Centre building and cashier-related duties such as turning on computers and setting up POS, turning lights on/off, and changing signage to reflect operational status
- Custodial duties related to the Visitors' Receptions Centre



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- Ensure positive promotion of the community and region in a professional and effective manner
- Keep work area clean and orderly
- Familiarization of interpretation and on-site programming
- Problem solve customer needs with lead and/or managers' assistance
- Performs flexible and varying duties depending on the shifting needs of the organization and its staff members

**The Position requires that the following laws, regulations, policies and procedures be adhered to:**

- The Workers Compensation Board regulations
- The Barkerville Heritage Trust Safety Management and Accident Prevention Program
- The Barkerville Heritage Trust's policies and procedures
- Adherence to the Job Performance Expectations of the position
- Adherence Barkerville's Personal Presentation Standards
- Performance of all operational duties based up on industry standards and guided by the occupation health and safety regulations

**Qualifications, Skill and Abilities (Requirements needed to perform the job):**

- Ability to work under own initiative with minimal supervision and as a member of a team
- Mathematical skills and ability to handle transactions quickly and accurately
- Ability to process payments, coupons, refunds, gift certificates on the point of sale system
- WHIMIS certificate and provided by employer when required
- Ability to communicate effectively in both written and oral form
- Ability to understand and follow oral and written instructions
- Positive, helpful attitude towards customers, including the ability to speak clearly and convey information accurately
- Occupational First Aid Level 1 with a Transportation Endorsement is an asset and where needed is provided by the employer
- Superhost training provided by employer when required
- Hold and maintain a valid Class 5 British Columbia driver's license

**Working conditions: (physical environment of the job, including on and off site):**

- Will be required to wear an approved uniform or appropriate period costume in the performance of duties
- Work will occasionally require lifting and carrying
- Physical mobility and stamina required
- Ability to climb stairs



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For more information or to apply contact Dawn Leroy Barkerville Historic Town and Park at [dleroy@barkerville.ca](mailto:dleroy@barkerville.ca) or 1.888.994.3332 ext 24