



westside

A place to play....and work!

Westside Recreation Centre

2000-69 Street SW, Calgary, Alberta

work@westsiderec.com

POSITION TITLE: Customer Service Representative: Part-Time Opener

POSITION DESCRIPTION:

- Exceed customer's expectations in all service aspects
- Provide exceptional customer service and facility information to our customers
- Accurately process and complete all transactions, payments and consistently balance daily cash outs
- Provide program information and process program registrations
- Provide membership information and process membership sales
- Assist in Customer Service Desk administrative tasks

WORK TERM:

- Part-time position, shifts will include but not be limited to Wednesday-Friday 5:00am-10:00am and Sundays 6:45am-1:00pm, approximately 10-25 hours/week (year-round employment)

QUALIFICATIONS/ SKILLS REQUIRED:

- Previous cash handling and front-line customer service experience
 - Excellent communication and customer service skills
 - Ability to develop effective working relationships and participate as an effective member in a team environment
 - Standard First Aid and CPR certification
 - Strong computer skills, previous experience on the CLASS system an asset
 - Background in community recreation an asset
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CLOSING DATE: open until a suitable candidate has been found

TO APPLY, EMAIL YOUR RESUME TO:

work@westsiderec.com

We thank all applicants for their interest, however only those candidates to be interviewed will be contacted. Westside Regional Recreation Society believes in equal opportunities and is a non-smoking environment. All positions have a screening process that includes interviews, references, security, and employment history checks.