



## **Job Position: Head Cashier**

**Terms:** Permanent position, 32 hours per week with set hours Tuesday to Saturday. Benefits available after 6 months of employment

Position to start: July 31, 2014

Salary: \$11.50 per hour

Languages: English

### **Job Duties:**

Operate cash and complete daily balance reports accurately.

Notify sorting area if stock levels not appropriate.

Ensure store is organized and well stocked.

Train volunteers as needed.

Keep vigilant eye to prevent and identify shoplifting.

Maintain cleanliness and safety in store.

Other tasks as required by supervisor.

### **Requirements:**

Ability to work with minimal supervision and take initiative.

Ability to run and balance cash accurately.

Trustworthy, organized and have a positive attitude.

Bilingualism is an asset.

Facility with technology and social media would be an asset.

Ability to multi task and work in a fast paced environment.

Have diplomacy and tact, and be firm (when necessary), discreet and polite.

Must be willing to follow policies and procedures.

Please forward your resume and cover letter to Johanne Gauthier, Operations Manager at the Agapè Centre by bringing it to reception.

**DEADLINE for applications: July 25<sup>th</sup>, 2014 at 4:00 PM**