



**Portage Regional Recreation Authority - PRRA  
CUSTOMER SERVICE CASHIER**

Under the general supervision of the Manager, Recreation Services, the Customer Service Cashier will provide customer service, registration, rental, programming, and clerical support at the PCU Centre and Splash Island outdoor water park. The Cashier shall also assist in promoting and ensuring the provision of a safe, enjoyable environment for all patrons utilizing any PRRA owned or operated facilities. Strong customer focus is key.

**EXPERIENCE & QUALIFICATIONS:** Previous experience in handling cash and dealing with the public is required. A working knowledge of customer service practices; computerized database(s), office practices, procedures and equipment. Skills include, operating personal computer equipment and software, including facility booking and program registration programs. Work independently and in an open office team setting. Multi-task, prioritize and meet deadlines in a fast paced work environment.

**SALARY RANGE: \$12.00 per hour.**

Candidates whose skills, background and ambition meet the above requirements are invited to submit their resumes in confidence before 4:30 p.m. Wednesday January 27, 2010 to the address indicated below. Position description and other information available upon request.

**Human Resources, City of Portage la Prairie**

**97 Saskatchewan Avenue East,**

**Portage la Prairie, MB R1N 0L8**

**PHONE (204) 239-8338 FAX (204) 239-1532**

**Or e-mail [HR@city-plap.com](mailto:HR@city-plap.com)**

**Website: [www.city.portage-la-prairie.mb.ca](http://www.city.portage-la-prairie.mb.ca) OR [www.pcucentre.ca](http://www.pcucentre.ca)**

**APPLICATIONS MUST BE RECEIVED BY 4:30PM WEDNESDAY JANUARY 27, 2010  
AND MARKED "CUSTOMER SERVICE CASHIER- PRRA".**