Glenbow

Job Title: Cashier, Glenbow Shop, Casual

Job Family: C.U.P.E Local 1645

Organization Unit: Museum Shop

Salary Grade: 1
Job Group: Operations & Retail

Application Posting Date: January 15, 2019
Application Closing Date: January 22, 2019
Forward Applications to: careers@glenbow.org
*****Only those selected for interviews will be contacted**

Job Overview

Administrative/Customer Service:

- Deals pleasantly and effectively with the public and staff.
- Uses computerized point-of-sale equipment.
- Handles cash and balances cash.
- Packages merchandise.
- Tags merchandise and stocks shelves as needed.
- Invoices and ships as required.
- Performs other duties as assigned.

Essential Requirements

The typical minimum level of education to perform this job competently is equivalent to high school completion or partial high school with specialized training. The person can read text of medium difficulty requiring an understanding of basic concepts. He/she may be expected to write text intended to communicate non-technical information and, display command of spelling, grammar, punctuation and basic composition. People working at this level can be required to have certain specialized skills, and be able to comprehend somewhat complicated procedures.

Directly/indirectly related work experience representing continuous learning and required for someone to perform this job competently is up to three months.

Ongoing work assignments typically have clearly defined goals. The incumbent's education, training, and previous experience ensure work assignments are successfully carried out because he/she understands what is expected, as well as the best approach to take.

Technical Requirements

SKILLS AND LEVELS
The specific technical skills required by this job include

Skill	Required Proficiency
Email	Basic
Excel	Basic
MS Internet Explorer	Basic
Profitek	Intermediate
word	Basic

Key Competencies

- Initiative- demonstrating self-motivation; effective performance is driven from within rather than being conditional on pressure from external factors (e.g. supervisors, peers, subordinates, deadlines, crises, etc.).
- Team Playing- effectively filling necessary roles within a team environment; showing strong listening, summarizing, facilitating and "bridge building" skills.
- Customer Focus –taking the initiative in understanding the needs of others (internal and external "customers") and acting to do something helpful.
- Community/Public Relations- representing the organization to outsiders.
- Conduct- demonstrating an acceptable standard of personal behavior in the work place.