



Job Title: Cash Room Attendant
Department: Finance
Reports To: Director of Facility Accounting
Job Type: Hourly, Non-Exempt

Summary

ASM Global, the leader in privately managed public assembly facilities, is seeking a **Cash Room Attendant**. This position ensures accurate distribution and collection of currency for events, with an understanding and appreciation for great customer service.

Essential Duties and Responsibilities

Include the following. Other duties may be assigned.

- Ensures the safeguarding of the organization's assets.
- Ensure that cashiers complete pick-up envelopes.
- Vigilantly observes and audits employees work as a check against unnecessary loss.
- Safety awareness.
- Assist in pickups, verifying cash reports and finalizing deposits.
- Documents discrepancies, shortages and/or overages.
- Reports all variances.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- 3 to 6 months cash handling experience preferred.
- Minimum of High School Diploma, GED, or equivalent required.

Skills and Abilities

- Be flexible and adaptive to change.
- Team oriented and enjoy working with and assisting people.
- Strong attention to details.
- Effective communication, interpersonal and organizational skills required.
- Must have professional attitude and appearance.
- Positive attitude with an eagerness to learn.
- Bilingual (French and English) preferred but no necessary.

AVAILABILITY

This position is part-time, primarily evening and weekend shifts. Scheduling is dependent on the Avenir Centre's events calendar.

PHYSICAL DEMANDS / WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to work both indoors and outdoors as required by the function, in a loud noise environment. Must have the physical ability to maneuver around facility, at times, walking and/or standing and navigating stairs for 8-10 hours or greater as required. Must be able to lift/transport up to 30 pounds. This position has direct contact with guests, managers and employees.

NOTE

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

PLEASE NOTE: All successful candidates will be required to successfully complete a background check, which may include criminal, credit, credential and reference check.

TO APPLY

Please send resumes to:

Jessica Urquhart
Human Resources & Payroll Manager
Jurquhart@avenircentre.com

Please ensure the subject line reads: ***Cash Room Attendant***
Only successful applicants will be contacted.