

## JOB DESCRIPTION

### Front Line Staff/Cashier



## OVERVIEW

The Paradise Gift Store operates within the Cambridge Butterfly Conservatory facility. We are currently seeking a highly personable, reliable and enthusiastic individual to join our dynamic team who will be responsible for greeting visitors, processing admissions and gift sales, providing visitors with information and light merchandising tasks.

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## REPORTS DIRECTLY TO

- Gift Store Manager

## PROPOSED START DATE

- May 2017

## HOURS

- **WEEKENDS from 9:30am to 5:30pm or 9:45am to 4:15pm (Saturday and Sunday)**
- Weekday hours available throughout summer and holidays

## REQUIREMENTS

*Cambridge Butterfly Conservatory welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

- Applicants must demonstrate
  - Strong interpersonal and communication skills
  - Enthusiastic attitude
  - Ability to work independently and with confidence
- Retail, customer service and/or cashier job experience
- Organized, tidy and able to accurately perform multiple tasks simultaneously
- Candidates must be returning to full time studies in the fall
- *Please ensure you are currently enrolled in a full time post secondary program prior to applying; no other candidates will be considered.*
- Ability to work with limited supervision and demonstrate meticulous, thorough work
- Ability to work meticulously
- Valid Standard First Aid/CPR
- Criminal reference check

## **RESPONSIBILITIES**

- Greeting and interacting with visitors
- Processing admissions and gift sales (register)
- Merchandising
- Light cleaning
- Interest in cross training in other departments

## **HEALTHY & SAFETY**

Employees of Cambridge Butterfly Conservatory are given the responsibility of being safety conscious, in their interest, and in the interest of their fellow employees. Employees are also responsible for complying with the following requirements:

1. Ensure that all equipment is maintained in good order and to see that worn out or damaged equipment is reported and/or replaced immediately. Wear all personal safety equipment as required.
2. Use all machine guards and safety devices provided. Do not remove, disconnect, unplug or otherwise make useless, such devices and do not operate any machine or equipment where such devices have been removed or made useless or are defective.
3. Report to your supervisor all defective structures, equipment, lighting, ventilation, floors, rails, guards, etc., and take all necessary steps to prevent injury from such defects pending reporting or repair.
4. Use tools and equipment in the manner for which they were designed. Do not use defective tools or equipment and report same, locking or tagging out such equipment as appropriate.
5. Do not drive or operate any vehicle or equipment unless authorized and trained to do so.
6. Do not attempt repairs or alterations to any machine or equipment unless authorized to do so. Qualified people may only perform such work (except routine repair or alteration usual to occupation concerned).
7. Practice good housekeeping. Keep all work areas safe and orderly by placing waste and garbage in receptacles or places provided, by safe placing or stacking of materials and by clean up after job completion.
8. Report to your supervisor all injuries, no matter how minor, and continue to report for treatment as long as is necessary.
9. Report all accidents, no matter how minor, to your supervisor immediately (prior to leaving the department for treatment and prior to leaving the premises, if reasonable to do so).
10. Follow all workplace safety rules and regulations.
11. Read and comply with regulations and procedures set out in the Cambridge Butterfly Conservatory Safety Procedures Manual.
12. Follow your manager or supervisor's instructions for specific training in your job or area and complete and sign the Job Safety Orientation Checklist.