

- Cash Handling - Processing all transactions as they occur, always using the correct cash handling procedures. Ensuring that all transactions are processed quickly and accurately. Float is balanced to zero at the completion of all shifts.
- Guest Enquiries – Responding to product and facility questions; referring more difficult questions to the Retail Manager or House Manager for handling.
- Housekeeping - Ensuring work area is clean and neat at all times. This includes the equipment, counters, floors, windows, displays, etc.
- Merchandising /Re-stocking - Ensuring all display, rack cards, brochures, ticket stock and other supplies are well stocked at all times.
- Inventory Control – Assist Retail Manager with inventory control and order placement of product. Receiving and pricing stock.
- Other duties as required.

QUALIFICATIONS:

Knowledge and Abilities:

- Excellent customer service, communication, and interpersonal skills.
- Excellent problem-solving skills.
- Excellent computer skills.
- Ability to deal effectively with members of the general public.
- Astronomy/telescope knowledge an asset.

Education and Experience:

- Previous customer service, retail, or cash handling experience is considered an asset.
- High school diploma or currently attending high school.

Note: A clean Police Information Check including the vulnerable sector is a condition of employment for successful candidates. The check must be completed prior to commencement of work and is the financial responsibility of the candidate.

Wages: \$17.24-\$21.25 per hour based on the 2023-2024 Collective Agreement (PT120).

Hours of Work: 5-20 hours per week, depending on operational need. Full weekend availability is imperative- Fridays, Saturdays, and Sundays from 9:00am – 10:00pm – is essential. Flexibility for holidays, weekdays and evenings is an asset.

Opening Date: March 13, 2025

Closing Date: March 20, 2025

How to Apply: hr@twose.ca

Please include cover letter and resume in one document. We thank all applicants and advise that only those selected for an interview will be contacted.