

CASHIER – B.O.R. ARENA

Reports To	Start Date	Wage	Hours Per week	Must be available
Recreation Coordinator	Approximately early November to February	\$16.00 Per hour	20-40	Days, Evenings and weekends

POSITION SUMMARY

The Cashier at the B.O.R. Arena provides friendly, efficient service to guests by handling admissions, skate rentals, and merchandise sales. This part-time seasonal position plays a key role in creating a positive experience for all skaters and visitors while supporting the overall operation of the arena under the direction of the Recreation Coordinator.

PRIMARY RESPONSIBILITIES

- Greet and assist customers at the rental booth with admissions and skate rentals.
- Operate the point-of-sale system and accurately process cash, credit, and debit transactions.
- Fit and issue rental skates, ensuring proper sizing and care of equipment.
- Receive, inspect, and sanitize returned skates and maintain organized storage.
- Maintain a clean and orderly rental booth, counter, and lobby area.
- Provide accurate information about arena hours, programs, and special events.
- Assist with restocking supplies and performing light cleaning duties.
- Follow all cash handling, safety, and operational procedures.
- Report any discrepancies at the end of the shift with cash and/or Square transactions to the Recreation Coordinator.
- Prepare and submit incident reports as needed in a timely and accurate manner.
- Work cooperatively with other arena staff during public skating sessions, tournaments, and special events.
- Attend staff meetings as required.
- Always maintains a professional appearance.
- Must be able to lift 25-50 lbs.
- Ability to stand for extended periods.
- Carry out additional duties as assigned by the Recreation Coordinator.

MINIMUM QUALIFICATIONS

- Previous cashier or customer service experience preferred; training provided.
- Basic math and computer skills.
- Friendly, reliable, and customer focused.
- Strong problem-solving skills and ability to think quickly in a fast-paced environment.
- Self-motivated with the ability to work without supervision.
- Must be available to work evenings, weekends, some holidays, and during school breaks.
- Minimum age: 16 years old.

WORK ENVIRONMENT

- Indoor ice arena with moderate noise and frequent interaction.
- Team-oriented, community recreation setting.