



Job Posting

Date Posted: February 1, 2010
Job Posting Number: 1013
Job Title: Cashier Training and Customer Service Instructor
Department: Fee-for-Service
Classification: Casual On-Call
Salary Range: Grid Level 10 (\$15.54-\$18.27 per hour)
Reports to: Manager of Business Development

DIVERSEcity Community Resources Society is currently seeking a Casual On-Call Cashier Training and Customer Service Instructor for the Fee-for-Service program.

The successful candidate will be responsible for facilitating and conducting all components of program delivery. You will be required to assist with program promotion, recruitment, and intakes. Additional duties include clerical functions such as photocopying and faxing, setting up classrooms, operating office equipment such as cash registers, and compiling and organizing program statistics, files and resource materials.

The successful candidate will have experience working in a retail/food service environment with expertise in using the electronic cash register in processing cash, debit, credit and gift card transactions. The successful candidate will have some teaching background and experience working with immigrants. You possess knowledge of cash register operations, sales transactions, sales/service interactions, record-keeping and basic business math. You are familiar with the fundamentals of excellent customer service skills. You have excellent computer and Internet skills, a professional telephone manner, competency with office equipment procedures and the ability to work individually or as part of a team. You possess excellent organizational and time management skills, as well as a passion for working in a diverse, multicultural environment. A second language is an asset.

If you are interested in this position, please send a cover letter and resume by **February 24, 2010** to:

Dean Lin
Manager, Business Development
DIVERSEcity Community Resources Society
#1107-7330 137th St.
Surrey, BC
V3W 1A3

Or via e-mail: rraza@dcrs.ca

www.dcrs.ca

Or by fax to 604-591-9822.

No phone calls please.

Please note that only shortlisted candidates will be contacted.

A Criminal Record Check is a requirement of Employment.