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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Clerical

**Class Series:** Finance

**Grid:** 16

**Class Title:** Clerk IV, Head Cashier

### **I. Level Definition**

Positions at this level account for monies collected in other areas of the facility and independently perform cashiering functions and/or supervise one or two designated staff.

### **II. Typical Duties**

1. Supervises one or two designated cashiers by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
2. Accounts for monies collected from a variety of areas by collecting, balancing, reconciling, checking, verifying and recording cash, cheques and receipts.
3. Answers related inquiries and resolves problems and/or discrepancies as required.
4. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12 and two years' recent related experience or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to keyboard at 45 w.p.m.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to supervise.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment.