



Cashier

Canada's National Ballet School is currently inviting applications for the **part-time contract** position of Cashier.

We invite you to join the vibrant staff community of Canada's National Ballet School (NBS). NBS has *300+ employees* supporting programs ranging from professional ballet training, community engagement, and ground-breaking health initiatives.

We are looking for a dynamic individual to join our Food Services team, with the talent, innovative-thinking and passion to help NBS continue to share the transformative power of dance with people of all ages, abilities, and aspirations. As an organization NBS is continually evolving and we are looking for a professional with unique, new ideas to complement the School's collaborative work culture.

Under the leadership of the Food Services Manager, the Cashier will responsibly oversee the organization, sanitation and cleanliness of the servery area and dining room. Showcasing a pleasant personality, strong communication skills, and numerical and computer-based competencies, they will interact courteously with customers while accurately completing payment transactions and resolving complaints.

Major Duties and Responsibilities:

- Perform open and/or closing duties of the cafeteria such as: stocking, replenishing and removing items for storage based on meal times; brewing coffee; maintaining supply of disposable packaging, cups and cutlery; and setting up baked goods, sandwiches, salads, yogurt, etc.
- Operate a cash register, process purchases and collect payments at the point of sale
- Maintain cash and credit transaction records, while reconciling cash and preparing deposits
- Prepare and serve meals and snacks to students and customers, while providing information and answering questions
- Responsibly ensure both servery and dining areas are clean, well-organized and sanitary as per best practices and protocols (i.e. wiping tables, counters, mopping spills, etc.)
- Perform other duties as required or assigned to contribute to team effort and achieve the objectives of the Food Services Department
- Provide the highest quality of service to customers at all times; ensure that all customers are attended to politely on a timely basis
- Follow all safety requirements of NBS and provincial and federal jurisdictions

Qualifications/Skills/Experience

- Two years prior experience providing exceptional customer service
- Previous experience with and knowledge of point of sale systems and operation of cash registers
- Knowledge of food services practices and procedures; Food Handlers Certificate & Smart Serve is an asset
- Good numerical and computer-based skills.
- Ability to work confidently, swiftly and accurately with cash/payment transactions
- Able to work in a fast paced environment
- Strong interpersonal skills
- Comfortable working with school aged children

Successful candidates must supply Canada's National Ballet School with a Vulnerable Sector Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be coordinated through the Human Resources Department of NBS.

Join our team today! Please email your resume and cover letter ***with salary expectations***, to careers@nbs-enb.ca and indicate "**Cashier 2022-2023**" in the subject line.

About NBS

NBS is the largest dance training organization in Canada. At NBS, excellence, access and inclusion fuel our belief in sharing the transformative power of dance to change lives for the better. For 60+ years, NBS has been Canada's leader for Olympic-caliber ballet training, with a track record for driving systemic, progressive change; evolving dance education significantly over time. Our pursuit of dynamic inclusion constantly reveals the life-changing impact of the power of dance. This is what drives our commitment to making dance a part of all Canadians' lives. NBS continues its focus on excellence in ballet training, while leveraging its artistic core to expand NBS' program offerings to engage more people than ever before.

To realize its mission, NBS strives to:

- Increase the relevance of the art of ballet in the lives of all Canadians
- Reflect a vision of leadership that touches more communities, more partners and greater breadth and depth of talent than ever before
- Address the need to bring new faces to ballet – as prospective professional students and as future enthusiasts for the art form – embracing and nurturing a more diverse spectrum of children and youth to participate in dance and explore training at the highest level
- Deliver the broadest range of impactful, evidence-informed community dance programs of any ballet school in the world

NBS is committed to the goal of being an equity-informed school. We invest heavily in work and practices that foster positive change internally while driving a progressive evolution in the wider sector. We recognize our responsibility as Canada's largest arts training organization and one of its oldest, to address anti-Black racism, reconciliation with Indigenous peoples and systemic oppression in Canadian society. Building an inclusive sense of belonging at NBS for every dancer and employee is the School's primary imperative

At NBS, we can offer you the chance to build a rewarding and fulfilling career. This is a place where you can realize and achieve your professional goals within a supportive and respectful environment. Collaborating with talented artists and colleagues on deeply satisfying and rewarding work, every employee has the opportunity to make a profound impact on our organization and on society.

At NBS we are committed to making our organization stronger by engaging individuals with a wide range of experiences, backgrounds and abilities. When you join us, you will be a part of an organization built on respect, creativity and a shared sense of purpose.

NBS is committed to building a remarkable and talented workforce that is reflective of the diversity in the City of Toronto. We strongly encourage applications from all qualified individuals, especially welcoming those with diverse intersectional identities who can provide different perspectives and contribute to the further diversification of ideas.

We are committed to inclusive and accessible employment practices. Should you require accommodation at any stage of the recruitment process, we ask you to please make your needs/requirements known.