



CITY OF PEABODY

HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5722/5721

KAREN BUDROW
Director of Human Resources

KAREN MEAGHER
Benefits Manager

CATHY TROMBLEY
Human Resources Aide

JOB POSTING

McVann-O'Keefe Memorial Rink

Seasonal*, part-time cashier/office help needed.

***Work during months of September through May**

Hours : Tuesday 3-5pm, Fridays 7-10pm, Sat/Sun 1-4pm, with the exception during high school hockey months of Dec – Feb, must be able to work extra hours on game days which are determined in Nov. of that year.

Pay: \$10.00 per hour

Primary job functions are to assist with basic office clerical functions such as:

- Working front “window” to provide reception and cashier functions.
- Answer phones.
- Assist with Learn to Skate registration process.
- File and reconcile daily receipts.
- Assist in maintain an orderly and welcoming environment.

Qualifications:

- Must demonstrate the knowledge of receiving money, making change, recording receipts and reconciling receipts accurately.
- Must maintain good conduct and respectful approach to all; good customer service skills.
- Must have tact and clarity in communication; understand and read English.
- Must be able to commit to entire season and schedule.
- Must be at least 18 years old
- Must pass a CORI check

POSTING DATE: 02/14/2014

Qualified candidates apply on or before 2/25/2014 at the City of Peabody, Human Resource Office, City Hall, 24 Lowell St. e-mail cathy.trombley@peabody-ma.gov : fax 978-538-5982. The City is an EOE.