



### Job Openings

#### 2016 -2017 Academic Year Abstentions Staff (Cashier)

The 2016 - 2017 Abstentions summer cashier position is now open. Potential applicants for the job must possess the following skills:

- Experience in customer service
- Experience in handling money
- Good organization skills
- Good time management skills
- Able to lift product on a daily basis
- An understanding and application of the Carleton University Human Rights Code and Safe Space Policy

Duties Include:

- Opening and closing the store
- Stocking shelves
- Dealing with customers from a wide range of age groups in a pleasant and professional manner
- Dealing with vendor representatives
- Handling and accounting for large amounts of cash

**If you are interested in applying for this position, please send in cover letter, resume, class time table, and the filled out form (attached below) to the following email address by Friday September 9<sup>th</sup> 2016.**

Subject line should be in the following format:  
**First Name Last Name: Abstentions Application**

Abstentions Manager, [Hiringboard@rrra.ca](mailto:Hiringboard@rrra.ca)



Employment Information Sheet

Full name: \_\_\_\_\_

Home Address (Permanent Address) : \_\_\_\_\_

Postal code: \_\_\_\_\_

City: \_\_\_\_\_

Home Address (Ottawa Address) : \_\_\_\_\_

Postal code: \_\_\_\_\_

City: \_\_\_\_\_

E-mail: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_