



Title:	Gate Attendant
Work Period:	May to October - 1 position
Location:	Shade's Mills
Pay Range:	\$11.25 to \$15.00 per hour for over 18 yrs of age
Shifts:	8:00 am to 7:00 pm
	40 Hours per week

Summer Employment for Students

Grand River Conservation Authority is looking to hire an energetic and friendly gate attendant to be part of the team at Shade's Mills.

Reporting to the Park Superintendent the gate attendant will assist in the daily operation of the gatehouse selling daily permits and Grand River Parks Memberships while providing excellent customer service.

Responsibilities

- ◆ Perform daily gate duties: issue day use permits, book reservations for pavilions, receive and direct incoming telephone calls
- ◆ Responsible for handling cash using a cash register with electronic payment and preparing detailed accurate daily cash reports
- ◆ Control and regulate visitor access to the conservation area
- ◆ Be responsible for opening and closing facilities as required
- ◆ Operate the Recreation Dynamics reservation system and Microsoft RMS
- ◆ Provide information regarding the area, facilities and regulations
- ◆ Respond to customer concerns and complaints courteously and effectively
- ◆ Clean the gatehouse and maintain garden as required
- ◆ Perform light maintenance duties as required

Qualifications:

- ◆ Must be currently enrolled as a full time student
- ◆ Previous experience in customer service and cash handling is preferred
- ◆ Excellent communication and interpersonal skills and the ability to work in a team environment
- ◆ Basic computer skills is required
- ◆ Ability to keep concise and accurate records
- ◆ Valid Ontario driver's license is an asset
- ◆ Ability to work with limited supervision
- ◆ Ability to work weekend shifts, evenings and holidays

All successful candidates must be available to work the duration of the season, 40 hours per week and possess their own Green Patch CSA approved safety boots.

TO APPLY:

Please send your resume and cover letter (referencing Gate Attendant Shade's Mills) by e-mail to: careers@grandriver.ca. Please send your resume and cover letter as an MS Word document.

The application deadline for summer positions is February 20, 2017. Applications will be accepted after that date however preference will be given to those submitted before the deadline.

Please be advised that interviews will be held in early 2017. For best interview opportunities please apply as soon as possible. We will only contact applicants selected for an interview