



Title:	Gate Attendant
Work Period:	May to Labour Day
Location:	Pinehurst Lake
Pay Range:	\$14.00 per hour for over 18 yrs of age \$13.15 per hour for under 18 yrs of age
Shifts:	Range from: 8:00am to 4:30pm 12:30-11:00pm 35 hours per week May, June 40 hours per week July, August

Summer Employment for Students

Reporting to the Park Superintendent the gate attendant will assist in the daily operation of the gatehouse selling daily and seasonal permits and registering campers while providing excellent customer service.

Responsibilities

- ◆ Perform daily gate duties: issue day use and campsite permits, book reservations for group camping, pavilions and overnight campsites, receive and direct incoming telephone calls etc.
- ◆ Responsible for handling cash using a cash register with electronic payment and preparing detailed accurate daily cash reports. Processing and recording seasonal fees
- ◆ Be responsible for opening and closing facilities as required
- ◆ Operate the Recreation Dynamics reservation system and Microsoft RMS
- ◆ Control and regulate visitor access to the conservation area
- ◆ Provide information regarding the area, facilities and regulations
- ◆ Respond to customer concerns and complaints courteously and effectively
- ◆ 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
- ◆ 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 Pinehurst Lake) 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 April 10, 2019. Applications will be accepted after that date however preference will be given to those submitted prior to the deadline.

Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.