



Title:	Gate Attendant
Work Period:	May to October - 1 position
Location:	Shade's Mills
Pay Range:	\$14.00 per hour for over 18 years of age \$13.15 per hour for under 18 years of age
Shifts:	8:00 am to 7:00 pm 40 Hours per week July & August Weekends May, June, September and October

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 Area 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 boat rentals and ensuring proper documents are completed, along with equipment provided
- ◆ 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
- ◆ Ensure the safe operation and daily inspection of GRCA owned and operated equipment
- ◆ Carry out all assigned duties in accordance with accepted safety practices of the Authority
- ◆ Assist with Conservation Area special events

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.

Please be advised that interviews will be held in early 2019. For best interview opportunities please apply as soon as possible. We will only contact applicants selected for an interview.

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