



Title:	Gate Attendant/ Maintenance
Work Period:	May to Labour Day – 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:	7:00 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 student that enjoys being outdoors for maintenance & gate attendant, adding to the team at Shade's Mills.

Reporting to the Area Superintendent the maintenance/gate attendant student are responsible for various duties related to the conservation area operation and maintenance of Shade's Mills during the summer months.

Responsibilities:

- ◆ Assist with the day to day operational duties in the conservation area such as cleaning washrooms, collecting garbage and maintaining grounds and beach areas and cutting grass
- ◆ Perform trail maintenance and rehabilitation
- ◆ Ensure the safe operation and daily inspection of GRCA owned and operated equipment
- ◆ Operate various hand tools and powered equipment
- ◆ Carry out all assigned duties in accordance with accepted safety practices of the Authority
- ◆ Provide quality customer service
- ◆ Maintain a thorough knowledge of area facilities and activities
- ◆ Assist with Conservation Area special events
- ◆ 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
- ◆ 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

Qualifications:

- ◆ Must be currently enrolled as a full time student
- ◆ Interested in outdoor recreational programs.
- ◆ Previous experience working outdoors is preferred
- ◆ Valid Ontario G or G2 driver's license
- ◆ Experience with equipment operation including trucks, gators, riding mowers, grass trimmers and hand tools an asset
- ◆ Good interpersonal skills with the ability to work in a team environment
- ◆ Ability to work with minimum supervision
- ◆ Some heavy lifting is required, i.e. picnic tables
- ◆ 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
- ◆ Must be available to work weekends, evenings and holidays

All successful applicants must possess their own Green Patch CSA approved safety boots, be able to work outdoors in all weather conditions and be available to work the duration of the season, 40 hours per week. The GRCA offers a comprehensive health and safety training.

TO APPLY:

Please send your resume and cover letter (referencing Student maintenance/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 15, 2019. Applications will be accepted after that date however preference will be given to those submitted prior to the deadline.

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.