



<b>Title:</b>	<b>Gate Attendant</b>
<b>Work Period:</b>	<b>June to Labour Day – 2 positions</b>
<b>Location:</b>	<b>Elora Quarry</b>
<b>Pay Range:</b>	<b>\$14.00 per hour for over 18 years of age</b> <b>\$13.15 per hour for under 18 years of age</b>
<b>Shifts:</b>	<b>Between 10am and 9pm</b> <b>40 Hours per week</b>

### **Summer Employment for Students**

Elora Quarry is located 1km east of Elora on County Road #18. Our team is seeking energetic, hardworking individuals to work over the 2020 season.

Reporting to the Park Superintendent the gate attendant will assist in the daily operation of the gatehouse selling day use permits while providing excellent customer service.

### **Responsibilities**

- ◆ Perform daily gate duties: issue day use receive and direct incoming telephone calls
- ◆ Responsible for handling cash using a cash register with electronic payment
- ◆ Prepare detailed accurate daily cash reports and bank deposits
- ◆ Be responsible for opening and closing facilities as required
- ◆ Operate a cash register
- ◆ Control and regulate visitor access to the conservation area
- ◆ Provide accurate information regarding the area, facilities and regulations
- ◆ Respond to customer concerns and complaints courteously and effectively
- ◆ Perform grounds and building maintenance including sweeping and emptying garbage's as required
- ◆ Communicate Conservation Area rules and regulations
- ◆ Provide excellent customer service and maintain public safety

### **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 are 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 Elora Quarry) by e-mail to: [careers@grandriver.ca](mailto:careers@grandriver.ca) . Please send your resume and cover letter as an MS Word document.

***The application deadline for summer positions is February 14, 2020. 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 2020. 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.*