



Title:	Gate Attendant/Maintenance
Work Period:	May to Labour Day – 1 position
Location:	Shade's Mills Conservation Area
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 35 - 40 Hours per week May - September

Summer Employment for Students

The Grand River Conservation Authority is currently seeking a Full-Time Gate Attendant/Maintenance student for Shade's Mills Conservation Area to work during the summer including weekends and public holidays up to 40 hours per week.

The Gate Attendant/Maintenance will report to the Area Superintendent and as the Gate Attendant the first point of contact with visitors to Shade's Mills C.A. You will provide excellent customer service in both greeting and interactions with patrons. As the Gate Attendant you will also collect admission fees, sell memberships and provide visitors with information about Shade's Mills C.A., Grand River Parks and the Grand River Conservation Authority. This individual will also do building and ground maintenance within the Conservation Area throughout the summer.

Responsibilities:

- Work as a cashier at the gatehouse accepting payment for admission, membership sales, gift cards, shelter reservations and boat rentals
- Greet and respond to visitor's questions and needs in-person, by phone and email
- Operate a Point of Sale System, count floats, complete daily cash report, process credit cards, interact purchases, along with balance, and complete nightly deposits
- Ensuring proper documents are completed for rentals and equipment provided to renters, along with cleaning equipment upon return
- Plan, organize and prioritize your work to meet competing deadlines
- 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
- Assist with the day to day operational duties in the conservation area such as cleaning washrooms, collecting garbage, maintaining grounds, beach areas and cutting grass
- Perform trail maintenance and rehabilitation
- Perform invasive species removal including garlic mustard and buckthorn
- Operate various hand tools and powered equipment

- Maintain a thorough knowledge of the conservation area facilities and activities, along with Grand River Parks and the Grand River Conservation Authority
- Maintain good housekeeping, along with carry out other duties as assigned

Qualifications:

- Must be currently enrolled as a full-time student
- Previous experience as a cashier and/or customer service related work is an asset, but additional training will be provided
- Excellent oral and written communication skills
- Friendly and pleasant personality is essential
- Ability to work collaboratively and within a team environment
- Basic mathematical skills to perform cash handling duties
- Basic computer skills is required
- Ability to keep concise, detailed and accurate records
- Accuracy with cash handling
- Able to be flexible and adapt to daily challenges in a busy work environment
- Ability to follow instructions, and seek clarification as required
- Ability to work with limited supervision
- Ability to work shifts, public holidays, weekends with irregular schedule up to 40 hours per week.
- Ability to work in an outdoor environment with some physical activity involved, including lifting and carrying weighted items in accordance with the Employment Standards Act and Workplace Health and Safety regulations.
- Previous experience performing grounds maintenance 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
- Heavy lifting is required, i.e. picnic tables, garbage

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 Gate Attendant/Maintenance 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 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.