



<b>Title:</b>	<b>Full-Time Gate Attendant</b>
<b>Work Period:</b>	<b>May to October - 1 position</b>
<b>Location:</b>	<b>Shade's Mills Conservation Area</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>8:00 am to 7:00 pm</b> <b>10 - 20 Hours per week May, June, September and October</b> <b>35 - 40 Hours per week July and August</b>

### **Summer Employment for Students**

The Grand River Conservation Authority is currently seeking a Full-Time Gate Attendant 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 will report to the Area Superintendent and is 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.

### **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
- Perform light maintenance duties as required
- 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
- Maintain good housekeeping duties within the entrance area, 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
- Valid Ontario driver's license is an asset
- 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.

All successful candidates must be available to work the duration of the season and possess their own Green Patch CSA approved safety boots.

**TO APPLY:**

Please send your resume and cover letter (referencing Full-time Gate Attendant Shade's Mills) 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.*