



<b>Title:</b>	<b>Gate Attendant</b>
<b>Work Period:</b>	<b>Spring to Labour Day, 2021</b> <b>(Potential of additional shifts until Thanksgiving)</b>
<b>Location:</b>	<b>Guelph Lake</b>
<b>Pay Rate:</b>	<b>\$14.25 per hour</b>
<b>Shifts:</b>	<b>30-35 hours per week Spring</b> <b>40 hours per week summer</b>

## **Summer Employment for Students**

Reporting to the Park Superintendent the gate attendant will assist in the daily operation of the gatehouse selling daily and seasonal permits and registering campers while providing excellent customer service.

### **Responsibilities**

- ◆ Perform daily gate duties: issue day use and campsite permits, book reservations for group camping, pavilions and overnight campsites, receive and direct incoming telephone calls
- ◆ Responsible for handling cash using a cash register with electronic payment and preparing detailed accurate daily cash reports. Processing and recording seasonal camper fees
- ◆ 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
- ◆ Clean the gatehouse and maintain the surrounding area as required
- ◆ Frequent sanitization of work areas and following GRCA's COVID safe working policies

### **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 footwear.

**TO APPLY:**

Please send your resume and cover letter (referencing Gate Attendant Guelph Lake) by e-mail to: [careers@grandriver.ca](mailto:careers@grandriver.ca). Please send your resume and cover letter as an MS Word document.

**The deadline to apply for the first round of interviews is February 1, 2021. This posting will remain open until March 8, 2021. Applications submitted after February 1 2021, will only be reviewed on an as needed basis.**

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