



<b>Title:</b>	<b>Gate Attendant</b>
<b>Work Period:</b>	<b>April to Labour Day - 4 positions</b> <b>Weekend hours until Thanksgiving</b>
<b>Location:</b>	<b>Belwood, Belwood Village</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>Vary between 6am and 9pm</b> <b>16-35 Hours per week</b>

### **Summer Employment for Students**

Belwood is located 5km east of Fergus on County Road #18. Our team is currently seeking energetic, hardworking individuals to join our team for the 2019 operating season.

Reporting to the Park Superintendent the gate attendant will assist in the daily operation of the gatehouse selling day use permits, season passes and completing paperwork for boat rentals while providing excellent customer service.

### **Responsibilities**

- ◆ Perform daily gate duties: issue day use and season passes, book boat rentals, receive and direct incoming telephone calls
- ◆ Responsible for handling cash using the GRCA payment system/electronic payment
- ◆ Prepare detailed accurate daily cash reports and bank deposits
- ◆ Responsible for opening and closing facilities as required
- ◆ Operate Microsoft RMS
- ◆ 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 to park patrons
- ◆ 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
- ◆ 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 and take a leadership role
- ◆ Ability to work weekend shifts, evenings and holidays

All successful candidates must be available to work the duration of the season, 16-35 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 Belwood 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 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.*