



<b>Title:</b>	<b>Gate Attendant</b>
<b>Work Period:</b>	<b>May to Labour Day</b>
<b>Location:</b>	<b>Conestogo Lake</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>40 Hours per week</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 etc.
- ◆ Responsible for handling cash using a cash register with electronic payment and preparing detailed accurate daily cash reports
- ◆ Be 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 gardens as required
- ◆ Perform light maintenance duties as required

#### **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 and assigned shifts, 40 hours per week.

**TO APPLY:**

Please send your resume and cover letter (referencing Gate Attendant Conestogo) 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.*