



Junior Attendant

- POSITION:** Junior Attendant – various locations
- HOURS:** Shift Work – mostly weekends - Hours to be determined
- REPORTS TO:** Director of Parks and Recreation or her alternate

Reporting to the Director of Parks and Recreation or her alternate, this position will be working in rotation at our municipal arena, in our various parks, at the L'Original marina, and at the L'Original campground.

QUALIFICATIONS:

- Must be at least 15 years of age or older;
- Bilingual in both English and French;
- Good leadership, organizational and communication skills;
- Ability to work with the public;
- Outgoing, energetic and physically fit;
- Have basic cleaning and maintenance skills and work with minimum supervision;
- Must have First Aid, CPR and WHIMIS training or be willing to obtain these upon hiring;
- Must attend training sessions prior to start date;
- Able to operate a cash register and Interac machine and;
- Willing to submit to a Criminal Background Check

ASSET QUALIFICATION

- A valid driver's license.

DUTIES:

- Ensure that parks and facilities are kept clean during the shift and assist with the clean-up at the end of the shift;
- Do set-ups for various events;
- General park maintenance which includes picking up trash and emptying garbage cans;
- Use equipment to water and maintain municipal flowers;
- Dragging of the ball diamond on the days when there are games scheduled;
- Maintain good public relations and courtesy with visitors as well as fellow employees;

- Greet boaters in a pleasant manner and assist them in to lie up and cast off from the docking area;
- Make marina dock checks and filling out Boat Inspection Sheet;
- Take seasonal docking registrations, payments and acquiring completed Marine Lease Agreements as required;
- Ensure that the transient registration forms are completely filled out and reported in the daily Cash Report;
- Responsible for correctly following pump-out and gas procedures, as posted, when servicing a boat;
- Monitor the behaviour of Campground and Marina guests and report any unruly or disorderly behaviour to the supervisor;
- Responsible for keeping track of retail Inventories, cleaning supplies and office supplies and report any shortages to the supervisor at the bottom of the Cash Report;
- Responsible for balancing their cash and Interac transactions and completing the Cash Report at the end of their shift;
- Ensure that the Campground and Marina Rules and Regulations, as posted, are adhered to; and
- Any other duties assigned by the Director of Parks and Recreation or her alternate.

NOTES:

- Applicants employed in previous seasons must reapply. Previous applicants or incumbents are not guaranteed an interview or employment from year to year.
- Consideration for employment will be determined by both operational needs and a successful performance appraisal from your previous supervisor.