

GATE HOUSE ATTENDANTS

January 2023

Term:

May 15, 2023 – September 30, 2023 – Full time hours

2 or 3 full-time positions available

3 or 4 part-time positions available

1 or 2 casual positions available

Possibility of casual hours past October 1, 2023 if agreed.

The position is a rotational 7 day a week position and will include weekends.

Goals:

To welcome and inform guests of what is happening that day at the Garden as they arrive at the International Peace Garden. You will sell them a daily or annual pass, give them an overview of the Garden and answer any questions they may have.

Summary:

Gate House Attendants are hired by the IPG Visitor Services Manager in consultation with the Finance Manager. These positions report to the Gate House Lead and Visitor Services Manager.

Responsibilities:

- 1) Greet guests and collect entrance fee
- 2) Balance daily sales
- 3) Greet Campers and process camping requests, revisions and cancellations (Firefly)
- 4) Enter data onto Neon
- 5) Other duties as assigned.

Qualifications:

- 1) Good knowledge of computer programs including Microsoft Office, especially Excel and databases
- 2) Familiar with USD and CDN currency transactions
 - o Familiar with cash, debit and credit transactions
 - o Good attention to detail
- 3) Customer service experience
- 4) Friendly and outgoing

Working Conditions & Physical Effort

- 1) Moderate physical activity. Requires standing and/or walking for more than four (4) hours per day
- 2) Work outside in various weather conditions
- 3) Potential to have to lift boxes up to 15lbs

Report to:

Gate House Lead & Visitor Services Manager