



CATARAQUI REGION CONSERVATION AUTHORITY

1641 Perth Road, P.O. Box 160 Glenburnie, Ontario K0H 1S0

Phone: (613) 546-4228 Toll-free (613 area code): 1-877-956-CRCA (2722)

Fax: (613) 547-6474 E-mail: info@crca.ca

Websites: www.crca.ca & www.cleanwatercataraqui.ca

Conservation Area Attendant – Seasonal

The Cataraqui Region Conservation Authority (CRCA) has several seasonal positions available for Conservation Area Attendants at the Little Cataraqui Creek Conservation Area on Perth Road (Division Street) in Kingston.

Hours and Days of Work:

- Seasonal position from October 2019 to May 2020
- Up to 16 hours per week (more hours during the Winter and Spring holidays)
- Working weekends, some evenings, holidays and March Break

Duties and Responsibilities:

Provide excellent customer service to all visitors to the Outdoor Centre and Conservation Area. Accurately handle all sales and related activities within a team environment. Staff will alternate between gate, snack bar or ski rentals.

Additional duties will include:

- Inform the public of the Conservation Authority programs, fees etc.;
- Aid in the preparation of food and drinks;
- Assist visitors with ski and snowshoe rentals;
- Efficiently operate a cash register; and,
- Assist in the cleaning of facility.

QUALIFICATIONS:

- Must be 16 years of age and older;
- Previous retail sales experience with an excellent customer service record;
- Experience in operating a cash register;
- Ability to work in a team environment and with minimal supervision;
- Ability to communicate effectively, both orally and in writing;
- Proficient in Microsoft Word & Excel, Internet and e-mail software;
- Must have own reliable transportation to the job site;
- Food Handling Training and Service Excellence Certification an asset.

HOURLY WAGE: per CRCA wage grid; **dependent** on experience

Please forward cover letter, resume and references by 12:00 p.m. (noon) on. September 11, 2019 to:

Dianne Doyle, Coordinator Little Cataraqui Creek
Cataraqui Region Conservation Authority
1641 Perth Road, P.O. Box 160
GLENBURNIE ON K0H 1S0
E-mail: mailbox@crca.ca

**** Please include job title and your name in subject line****

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted. The Cataraqui Region Conservation Authority is an equal opportunity employer. Interview accommodations for applicants with disabilities are available upon request.