

LANES

AT MEMBERTOU

Employment Opportunity

Job Title: Guest Service Attendant (Part time)
Department: Lanes at Membertou Bowling Alley
Reports to: General Manager

Duties and Responsibilities:

- Oversee the flow of walk-in customers versus those with reservations.
- Take names and communicate with guests on our waiting list.
- Provide our customers with proper equipment.
- Track lane availability and maintaining lane usage.
- Strictly adhering to Membertou Gaming Commission internal control procedures when validating and paying out VLT tickets.
- Follow all cash control procedures.
- Balancing the net sheets to determine the daily deposit.
- Ability to handle heavy equipment and machinery used in cleaning.
- Ability to walk, bend, push, pull and lift repetitively.
- Knowledge of cleaning chemicals, proper storage and disposal methods.
- Excellent organizational skills a must.
- Self-motivation and ability to identify and complete needed tasks without direct supervision.
- Attend training as required.
- Complies with Band Personnel Policy.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Any other related duties as required by the General Manager.

Qualifications:

- Grade 12 diploma or GED equivalent.
- Preferred experience with Atlantic Lottery VLT systems and controls.
- Preferred experience and knowledge with cleaning.
- Proven team player.
- Strong customer service and interpersonal communications skills required.
- Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Resumes and Cover letters/Applications can be submitted to:

Membertou Human Resources Department
Attention: Troy Paul
111 Membertou Street
Membertou, NS B1S2M9

Or via email to:

jobs@membertou.ca

DEADLINE FOR APPLICATIONS: Friday, January 15th, 2021 at 4:30 PM

Thank you for applying, however, only those selected for an interview will be contacted.