

LANES AT MEMBERTOU

Employment Opportunity

Job Title: Front Desk Agent (Part time/Casual)
Department: Lanes at Membertou Bowling Alley
Reports to: General Manager

Duties and Responsibilities:

- Book walk-in and phone reservations in a pleasant and timely manner.
- Responsible for the organization and cleanliness of bowling shoe inventory.
- Track lane availability and maintain lane usage.
- Take customers to assigned lanes, assist with quick setup, point out rules and lane side service button.
- Follow all cash control procedures.
- Must be available to work flexible hours, inclusive of evenings, weekends, and holidays
- 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.
- Other duties as assigned by the General Manager.

Required Skills and Experience:

- Knowledge of cleaning chemicals, proper storage, and disposal methods.
- Excellent organizational skills a must.
- Self-motivation and ability to identify and complete tasks without direct supervision.
- Strong customer service and interpersonal communication skills is a must.
- Must have basic computer skills.

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: Richard Stevens
47 Autwen Ma'sl Awti
Membertou, NS B1S-2P5

Or via email to: mikeeisenhauer@membertou.ca

Or, you can drop off your resume directly at Lanes at Membertou Bowling Alley at 185 Towerview Pl.

DEADLINE FOR APPLICATIONS: Friday November 22nd, 2024 at 4:30 PM

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

Membertou reserves the right to pause, extend or revoke this posting at any time without notice.