

## **Conservation Area Customer Service Representatives/Maintenance (Spirit Rock Conservation Area)**

### **Job Description**

Reporting to the Operations Manager, the Conservation Area Customer Service Representative/Maintenance role is to assist in the daily operation of the Conservation Area gate houses by selling daily parking permits while providing quality customer service.

### **This position will include, but is not limited to:**

- Providing customer service by selling parking permits.
- Processing revenue, keeping accurate records according to GSCA revenue collection policy.
- Providing quality customer service to visitors by supplying information regarding facilities, local attractions, regulations and the general GSCA mandate.
- Keeping the workplace interior and exterior grounds in a neat and tidy condition.
- Performing regular facility maintenance to the grounds and washrooms and ensuring the facility is clean and stocked.
- Conduct customer surveys as requested.
- Complying with all applicable GSCA policies and regulations.

### **Skills and Experience:**

- A versatile person with experience in revenue collection.
- The ability to deal with a large volume of customers daily.
- Must be willing to work flexible hours including weekends, and holidays.

**Part Time:** (24 hours per week Friday to Sunday)

**Employment:** June 28, 2024, to August 31, 2024 (weather dependent)

**Wage:** \$16.55/hour

**Location:** Spirit Rock Conservation Area – Bruce County

If you are interested in joining the Grey Sauble team, please submit your resume and cover letter highlighting your relevant job experience to:

**By e-mail:** [jobs@greysauble.on.ca](mailto:jobs@greysauble.on.ca) or

**By Mail:** Grey Sauble Conservation  
237897 Inglis Falls Road, R.R.#4  
Owen Sound, ON, N4K 5N6

- Include:**
1. What job(s) you are applying for
  2. The date you can start work
  3. Resume and Cover letter

**Please quote “Conservation Area Customer Service Representative/Maintenance” on resume/cover letter. Resumes/cover letters submitted electronically must be submitted as one PDF document.**

We thank all applicants for their interest. Only those selected for an interview will be contacted. No phone calls please. Late applications will not be considered.

GSCA is an Equal Opportunity Employer. In accordance with AODA (Accessibility for Ontarians with Disabilities Act, 2005), GSCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability-related accommodations, please inform GSCA Administrative staff. All personal information is collected under the authority of the municipal Freedom of Information and Protection of Privacy Act