



# Ticket Booth Attendant

Last updated: September 2022

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Reporting to the General Manager, part-time and full-time seasonal Ticket Booth Attendants are ambassadors for the Club and will undertake their duties in a responsible and friendly manner. Shifts are from 7am through to 2pm, 7 days per week. The number of shifts will depend on seniority and demand.

This position will be responsible for a variety of tasks including, but not limited to:

- Collection of cash, debit, and credit card payments from customers
- Answering customer questions as they arise
- Making cash change accurately and efficiently
- Issuing receipts to customers
- Cleaning workspaces and outbuildings
- Maintaining control over cash register drawer and verifying amounts are correct
- Opening and closing the ticket booth

As an Eagle Valley Snowmobile Club employee, it is your responsibility to follow the Club's safety and best practices to the best of your ability, as well as maintain a friendly and positive attitude every day with all guests and employees.

## QUALIFICATIONS

- High school diploma or general education degree (GED) required
- 3-6 months experience handling money and working a point-of-sale system
- Proficient with computers
- High level of accuracy and attention to detail
- Ability to read and understand instructions
- Ability to perform basic math easily and quickly
- Must have experience operating a point of sale and debit machine
- Comfortable with cash handling
- Strong customer service skills
- Minimum 20 hours per week
- Must have class 5 drivers license, vehicle, and cellular telephone.

## WAGES

Ticket Booth Attendants are compensated at an hourly rate of \$16/hr to \$18/hr dependant on experience.

## APPLICATION PROCESS

Please email your resume to [admin@sledsicamous.com](mailto:admin@sledsicamous.com) prior to September 30<sup>th</sup>, 2022