



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

ADMISSION/CONCESSION WORKER
SIX NATIONS PARKS & RECREATION DEPARTMENT
(PART – TIME)

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Council up until 4:00 p.m. EST, **Wednesday February 21, 2018**, for a part time position of Admission/ Concession Worker, Parks and Recreation Department. The Six Nations Council Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications can now be accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction and supervision of the Admission/Concession Marketing Team Leader, the Admission/Concession Worker will assist in operating and implementing the admission and food concession services for all recreation facilities under the control of the Six Nations Parks and Recreation, within the policies and procedures established by Six Nations Elected Council.

WAGE: Current Minimum Wage

BASIC QUALIFICATIONS:

- Successful completion of Grade 10 education AND a minimum of six (6) months experience in concession services;
- Knowledgeable about customer service, nutrition and food preparation;
- Knowledge and awareness of the Six Nations Community Recreation and Sports Organizations;
- Excellent verbal, written communication and public relations skills;
- Willingness to work irregular hours, especially during the evenings and weekends;
- Must have transportation to the facilities when required;

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1:

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your diploma/transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Admission/ Concession Worker – Part Time
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69
Ohsweken, Ontario N0A 1M0

OR

Method #2:

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your diploma/transcript.
5. Scan and email all documents listed above to recruitment@sixnations.ca.

SIX NATIONS ELECTED COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL SEEK TO ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES IN A MANNER THAT MOST RESPECTS THEIR DIGNITY. ALL CANDIDATES ARE ENCOURAGED TO APPLY; APPLICANTS FROM SIX NATIONS AND OTHER FIRST NATIONS WILL BE GIVEN PREFERENCE TO DELIVER PROGRAMS AND SERVICES IN A FIRST NATIONS COMMUNITY. BASED ON THE NEED TO PROVIDE QUALIFIED PROFESSIONAL SERVICES, ONLY THOSE APPLICANTS MEETING THE MINIMUM REQUIREMENTS WILL BE INVITED FOR AN INTERVIEW.



SIX NATIONS
Parks & Recreation

*P.O. BOX 419
1738 FOURTH LINE
OHSWEKEN, Ontario NOA 1M0
TELEPHONE: (519) 445-4311 FAX: (519) 445-4401*

POSITION DESCRIPTION

POSITION TITLE: Part-time Admission/Concession Worker

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Admission/Concession/Marketing Team Leader

PURPOSE and SCOPE of the POSITION:

To assist the Admission/Concession/Marketing Team Leader in managing and impleting the admission and food concession services established at the following facilities:

- * arena
- * ball diamonds
- * tent and trailer park

as well as developing and implementing special events for facilities such as:

- *arena
- *ball diamonds
- *tent and trailer park

under the control of the Six Nations Parks and Recreation, within the policies and procedures established by the Six Nations Council.

RESPONIBILITIES:

Work at the admission, concession and tent and trailer park concession according to the Six Nations Employment Police to ensure that facilities are open on time.

Periodically requests petty cash allowances. Forwards daily deposits of cash receipts from the admission fees and concession sales generated at the Parks and Recreation Facilities.

Keep informed of facility schedules, new reservations and reservation changes as received form the central administration office of the Parks and Recreation.

Monitors inventory of supplies and notifies Admission/Concession/Marketing Team Leader of any shortage. Restocks inventory after shift.

With hands on approach, the Admission/Concession/Marketing will be responsible for the daily customer service program:

- Customer Service
- Health and Safety Regulations

Attendance at training courses and meetings as directed by the Admission/Concession/Marketing Team Leader.



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WORKING CONDITIONS:

Major element is that the peak activity hours are usually during leisure hours such as late afternoons, evenings and weekends. Working hours vary from week to week and are subject to the demand of the facilities, which are used primarily during the evenings and weekends.

Work requires some physical activity; is subject to interruption, deadlines and unscheduled hours. Interruption can be expected anytime either at the office or at home.

Involves some public profile and scrutiny because the general public are the main users of the recreation facilities.

The peak operating season of the facilities are dependent upon the seasons of the year.

WORKING RELATIONSHIPS:

With the ADMISSION/CONCESSION/MARKETING TEAM LEADER:

Receives direction, guidance and discusses plans, priorities or interacts to ensure tasks are done efficiently and effectively, receives instruction and supervision.

With the Admission and Concession Part-time Staff:

Provides leadership, supervision, direction and guidance; ensures the delivery of an effective and efficient customer service is presented to the public when they use the recreation facilities.

With the Administration Team Leader:

Receives direction and guidance about the rental schedules for the recreation facilities, concession procedures and schedules when the Admission/Concession/Marketing Team Leader is absent. Communication link is essential to ensure up-to-date facility schedules are always maintained.

With the Finance Team Leader:

Communication is required when received pay cheques.

With the Maintenance Staff:

Communication if there are problems with equipment:

With other Six Nations Council Staff:

Exhibits courtesy, co-operation and teamwork with all staff from other departments.

With the Public:

Represents and promotes the Six Nations Parks and Recreation Department in a courteous, positive and cooperative manner:

provides information and assistance. Determines service needs, maintains accessibility during events. Promotes the proper use of admission and concessions areas.



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KNOWLEDGE AND SKILLS:

Knowledgeable about customer service, nutrition and food preparation.

Ability to work with minimal supervision and to organize work priorities so all deadlines are met.

Ability to work well with co-workers effectively.

Excellent verbal, written communication and public relations skills.

Knowledge of prices, price changes and work schedules.

Willingness to work irregular hours, especially during the evenings and weekends.

Must be bondable.

Must have transportation to the facilities when required.

Knowledge of the political structure of the Six Nations Council, the Six Nations Parks and Recreation and an awareness of Six Nations Community Recreation and Sports Organizations.

IMPACT of ERROR:

Errors in judgement for admission procedures may result in facility rental cancellation; financial losses, legal problems, lower safety standards and very unfavourable public relations.

Errors in judgement for food preparation may result in food poisoning, legal problems, financial losses and unfavourable public relations.

CONTROL:

Guiding principles set by the Admission/Concession/Marketing Team Leader, Recreation Director and the Six Nations Parks and Recreation.

Works within the administrative policies and procedures established by the Six Nations Council for the Six Nations Parks and Recreation.



APPLICATION FOR EMPLOYMENT
With the Six Nations Council

PART I GENERAL INFORMATION

Application for: (Job Title)			Closing Date:		
Name of Applicant:	First Name	Initial	Last Name	Band & Number(if applicable)	
Mailing Address (R.R.#, Blue # & Address)			Home Phone.	Alternate Phone No.	
City or Town or Village	Province	Postal Code		Email Address	
<p><i>Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply; applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations Community. Based on the need to provide qualified professional services only those applicants meeting the minimum requirements will be invited for an interview.</i></p>					
Do you have specific needs to be accommodated? If so, in what manner?	Do you have the valid required license(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid First Aid/CPR Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had WHMIS Training? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>If you have previously worked for Six Nations Council, please answer the following:</p> <p>Length of time worked _____ Months _____ Year(s) Dates Employed: _____</p> <p>Reason for Leaving _____</p>					
<p>Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual</p> <p>Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>					

PART II EDUCATION

Year Last Attended	Secondary School					College or University					Graduate or Professional				
	9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Level Completed															
Certificates, Diplomas, Degrees obtained															
Course of Study Taken															
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education															

PART III WORK HISTORY	
I Present or Last Employer	Address:
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
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II Previous Employer	Address:
Type of Business:	Telephone:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
<hr/> <hr/>	
III Previous Employer:	Address:
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
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We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)	
1. _____	
2. _____	

****PLEASE READ CAREFULLY****

YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM

By signing this application you are consenting for this employer to contact your previous employers for references.

Authorization:

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

Applicant's Signature

Date