



## Lagoon Tent And Trailer Park

<b>Job Title:</b>	Front Desk Clerk	<b>Will Train applicant:</b>	Yes
<b>Department/Group:</b>	Campground Office		
<b>Location:</b>	100 Lagoon Trailer Park R. Huntsville Ontario P1H2J4	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Minimum salary	<b>Position Type:</b>	Seasonal part time
<b>HR Contact:</b>	Natacha Boire	<b>Date posted:</b>	April 9, 2018

### Applications Accepted By:

#### IN PERSON OR E-MAIL:

100 LAGOON TRAILER PARK RD. HUNTSVILLE. ONT.

OR

[LAGOONCAMPGROUND@GMAIL.COM](mailto:LAGOONCAMPGROUND@GMAIL.COM)

#### MAIL:

Natacha Boire  
Lagoon Tent and Trailer Park  
100 Lagoon Trailer Park Rd  
Huntsville Ontario. P1H 2J4

### Job Description

#### ROLE AND RESPONSIBILITIES

- Greet, register and assign sites or cottages to guests of campground.
- Issue receipts to customer for products bought; make necessary refunds, credit or change to customer.
- Received payments for product sold- whether by cash, credit cards or automatic debits.
- Prepare for ice cream food service, such as making ice cream cone, Sundae, etc.
- Resolve customer complains
- Maintaining interpersonal relationship with the public, especially customers.
- Stock shelves in the store and include price tag on each item on the shelf.
- Ensure that the office and ice cream store is clean and in order at all times.

The list of duties and responsibilities outlines above is representative and not a complete and detailed list of tasks which may be performed by an employee.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

No degree required

Fluency in a second language is an advantage

Good general level of education

#### PREFERRED SKILLS

Good customer service skills with excellent communication skills.

Self-motivated with ability to follow direction.

Ability to get tasks done with little or no supervision.

Ability to operate cash register or computer and work with number.

Sales ability