

School Group Greeter

REPORTS TO: Rental Manager, School Rental Assistant

PURPOSE OF THE JOB

Main purpose is to communicate with the Teacher(s) or Trip Coordinator, relaying information and organizing an efficient flow of traffic through the Rental Department.

DUTIES & RESPONSIBILITIES

- Direct school groups for an efficient flow of traffic through the rental department
- Assist with rental documents
- Assist with parking lot control
- Possess effective communication and problem solving skills
- Experience working with people of all ages
- Able to work cooperatively with a number of departments
- Experienced in administration of office duties
- Other duties as assigned

SKILLS & EDUCATIONAL REQUIREMENTS

- Effective communication and problem solving skills
- Pleasant phone manner
- Experience working with people of all ages
- Able to work cooperatively with a number of departments
- Experienced in administration of office duties
- Read & write English and able to differentiate between colours

PHYSICAL & TIME REQUIREMENTS

- Day Shift Hours 0730 – 0000
- Be on call and available, if required, on days off
- Follow lunch, washroom and break procedures as directed

- Stability to walk on uneven surfaces and icy conditions
- Ability to remain stationary for long periods of time
- Communicate, converse with and exchange accurate information with customers and fellow employees in a polite and professional manner

Employee Signature

Date

Robert Huter
Robert Huter, General Manager