



**ADMISSION/CONCESSION WORKER 235R7-20-2**  
**PARKS AND RECREATION**  
**(Part-Time)**

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, Wednesday, **October 27, 2021**, for the Admission Concession Worker with Parks and Recreation Department. The Six Nations Elected Council Application for Employment Form, Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

**JOB SUMMARY:** Under the direction and supervision of the Admission/ Concession/ Marketing Team Leader, the Admission/Concession Worker shall assist with managing and implementing the admission and food concession services; as well as developing and implementing special events under the control of the Six Nations Parks and Recreation, within the policies and procedures established by Six Nations Elected Council.

<b>Type</b>	Part Time
<b>Closing Date</b>	October 27, 2021
<b>Hours of Work</b>	Variable
<b>Wage</b>	\$16.00 per hour

**BASIC QUALIFICATIONS:**

- 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;
- Willing to work irregular hours, especially during the evenings and weekends;
- Must be bondable;
- Must have reliable 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.

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: Online**

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
  - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
  - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
  - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at [StaffHR@sixnations.ca](mailto:StaffHR@sixnations.ca).

**Method #2: GREAT – Applications must include all of the following:**

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover 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 clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Admission Concession Worker – Part Time – 235R7-20-2**  
c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario N0A 1M0

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.



**1738 Fourth Line, P.O. Box 419 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 implementing the admission and food concession services established at the following facilities:**

**\* Arena      \*Ball Diamonds      \*Community Hall**

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

**\*Arena      \*Ball Diamonds      \*Community Hall**

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

**RESPONSIBILITIES:**

**Work at the admission, concession according to the Six Nations Employment Policy to ensure that facilities are open on time.**

**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 from the central administration office of the Parks and Recreation Department.**

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

**With a hands on approach, the Admission/Concession Workers 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.**

**Performs related duties as may be required by the Admission/Concession/Marketing Team Leader.**

**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 demand of the facilities which are used primarily during the evenings and weekends.**

**Work requires some physical activity: is subject to interruptions, deadlines and unscheduled hours. Interruption can be expected any time either at the office or at home.**

**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.**

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:**

Receive 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 Par-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:**

Communicates if there are problems with equipment.

**With other Six Nations Council Staff:**

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

**With other Public:**

Represents and promotes the Six Nations Parks and Recreation Department in a courteous, positive and co-operative manner; provides information and assistance. Determines services needs, maintains accessibility during events. Promotes the proper use of admission and concessions areas.

## **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 changes and work schedules.

Willingness to work regular 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 Recreation and Community Centres Board 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 cancellations; financial losses, legal problems, lower safety standard and very unfavourable public relations.

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.

**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 Recreation and Community Centres Board.**

**Works within the administrative policies and procedures established by the Six Nations Council for the Recreation and Community Centres Board.**