



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **Black River Wilderness Park Attendant**
Job Code: BUS671
Department: Economic Development
Reports to: Black River Wilderness Park Manager

Date Posted: 9/May/23
Date Closed: 16/May/23
(5:00 pm)

1 week posting

****SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR SPOUSE/CHILD OF MEMBER****

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: 3 Seasonal Contract Part-Time hours to October with option to renew next season.
Availability & Term: Approximate start date: May 2023
Remuneration: \$16.20 per hour

JOB PURPOSE/SUMMARY

To help maintain Black River Wilderness Park in a clean, safe manner and provide Customer Service to campers with respect to registration and store purchases.

QUALIFICATIONS

- Education:**
- Grade 10
- Skills and Abilities:**
- Must be able to work evenings, weekends and overnight.
 - Must be able to work overnight shift as a park contact for emergencies.
 - Must be able to handle possible disturbances with respect and a calm approach.
- Experience:**
- Some Customer Service Experience and Computer experience required.
 - Class G driver's license an asset.
- Other:**
- A Criminal Reference Check is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager
Chippewas of Rama First Nation
5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6
Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**** ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED ****

Rama First Nation is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.

The Chippewas of Rama First Nation - A Proud, Progressive First Nation Community



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Job Description

Job Last Updated:

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Job Code:	BUS671
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JOB PURPOSE/SUMMARY

To help maintain Black River Wilderness Park in a clean, safe manner and provide Customer Service to campers with respect to registration and store purchases.

KEY JOB FUNCTIONS/RESPONSIBILITIES

- Greet guests and complete registration.
- Daily check in/out.
- Answer telephone and take reservations.
- Daily store sales transactions.
- Daily general office duties, including cleaning office.
- Refreshing store merchandise displays.
- Daily site cleaning, ie, garbage, fire pits, raking and all other duties according to Supervisor's duty list.

- Cut grass/weed eat/weed and water flowers/flowerbeds/boxes.
- Daily front and back washrooms to be cleaned – wipe counters, toilets, toilet paper and paper towel holders. Sweep cobwebs, spider webs, then sweep floors and shower stalls. Wipe down sinks, shower stalls, benches and shower curtains (to avoid mildew and mould issues). Ensure shower and sink drains are clear of debris, hair, etc. Clean mirrors. Scrub toilets and urinals. Refill toilet paper, paper towels, soap dispensers and add/change urinal pucks. Change garbage, mop floors in washroom and shower stalls. Ensure that spider webs and bugs are swept away from light fixtures, doorframes, garbage bins, etc.

- Ensure that parking lot is always clean.
- Check icebox and woodpile to ensure supplies are not running low.
- Sweep door and window frames and light fixtures of bugs and webs.
- Clean office window glass inside and outside.
- Clean cabins – wipe down counters and tables, sweep floors (including under the beds), remove foam mattresses and shake off to ensure nothing is left behind from previous guests. Ensure all windows and doors are closed and locked upon exit. Sweep spider webs, bugs, etc. away from doors and window frames, light fixtures and deck. ALWAYS CHECK TO MAKE SURE NO DAMAGE IS LEFT BY GUESTS – CHECK SCREENS, WINDOWS, DOOR HARDWARE, LIGHT FIXTURES, FURNITURE, DECK AND STAIRS.

- The duties and responsibilities outlined are representative but not inclusive.