



## Mount St. Louis Moonstone Ski Resort Ltd.

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[www.mountstlouis.com](http://www.mountstlouis.com)

### **GUEST SERVICE REPRESENTATIVE**

#### **Responsibilities**

- Full & Part Time Seasonal, Weekdays & Weekends
- Working in conjunction with all departments for the daily operations of the Resort
- Responsible for daily records of lift ticket sales, lessons, refunds, rentals, groups/schools, lockers
- Responsible for daily records of lost and found
- Ensure proper filing of all paper work
- Responsible for all money received (cash, cheques, credit cards)

#### **Performance Standards**

- Being flexible with department schedule
- Being punctual and professional with assigned duties
- Perform any other assigned duties
- Read, understand and comply with all Resort Policies and Procedures
- Attend WHMIS training

#### **Hourly Wage**

- Varies depending on Qualifications & Experience

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