



Mount St. Louis Moonstone Ski Resort Ltd.

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www.mountstlouis.com

RECEIVING ASSISTANT

Responsibilities

- Full & Part Time Seasonal, Weekdays & Weekends
- Assist in ordering bread, pop, chocolate bars, locks, keys
- Assist in maintaining Rental Lockers
- Responsible to receive Food & Beverage supplies and assist with unloading of delivery trucks
- Rotate products to proper locations
- Load items required for pop cooler in cafeteria
- Responsible to maintain vending machines
- Assist with transportation of products to and from Moonstone chalet
- Be available to assist in rental department

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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