

## **School Group Rental Assistant**

**REPORTS TO:** Rental Manager

### **PURPOSE OF THE JOB**

Main purpose is to communicate with the Teacher(s) or Trip Coordinator, relaying information regarding the importance of our rental agreement form.

### **DUTIES & RESPONSIBILITIES**

- Call Schools that have reserved, informing them of our policy with the rental agreement and informing them of how to use our block of rental numbers that are assigned to their School
- Assist with completion rental documents
- Ensure proper filing of all paper work
- Sell rentals, lifts tickets and lockers on assigned days
- Read, understand and comply with all Resort Policies and Procedures
- Other duties as assigned

### **SKILLS & EDUCATIONAL REQUIREMENTS**

- Possess effective communication and problem solving skills
- Pleasant phone manner
- Able to work cooperatively with a number of departments
- Strong interpersonal skills
- Experience working with people of all ages
- 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

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Employee Signature

\_\_\_\_\_  
Date

**Robert Huter**  
Robert Huter, General Manager