

BGC South East is currently seeking the following position:

BGC South East Birthday Party Team Member

Job Posting Details:

Location - West End & The Bunker (1300 Bath Road, Kingston, ON)

East End (695 Innovation Drive, Kingston, ON)

Hours - Weekends (**must have availability Saturdays and Sundays**)

Week days (**based on availability**)

Rate - \$18.00/hour

Transportation - Must provide own

Overview:

Staff will work as a member of a team, working together to the common goal of satisfying all customers needs.

Key Responsibilities:

The Bunker

- Answer phone calls, checking voicemails, taking reservations and
- Responsible for general cleaning of desk, lobby area, bathrooms & the simulator room
- Handling cash and taking payments using Square POS System
- Handing out equipment and explaining rules of the putting area & simulator area
- Overlook party room parties
- Checking in on people in putting area

West End & East End Birthday Party

- Greeting party and assisting in any preparations party needs
- Prepare area for party and being present in party area at all times to assist
- Responsible for making sure that all ordered food is delivered to the party
- Cleaning and disinfection of party area when party leaves
- Set up party room at East End location
- Disinfect the jungle gym (East End)

Job Requirements:

- Current Standard First Aid/C.P.R. LEVEL C - certification is considered an asset
- TDP (TDAP/Adacel/10 year booster) and MMR immunizations must be up to date.
- Criminal Reference Check (including Vulnerable Sector Check) completed within the past 6 months.
- HIGH FIVE and WHMIS certificate is an asset
- Reliable transportation required

Job Specifications:

- Experience working a cash register is considered an asset
- Be a positive role model for children and youth
- Demonstrate conflict resolution skills
- Ability to work both independently and with a team with minimal supervision
- Strong organization, time management and communication skills

Submit resume and cover letter indicating position applying for to the attention of:

HR Administrator

hr@bgcsoutheast.ca

Please note that BGC South East will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements and we will do our best to accommodate.

We thank all those who apply, however only successful candidates will be contacted for an interview.