

JOB OFFER – HALL ATTENDANT

The Recreation, Culture and Community Life Department of the Municipality of Morin-Heights is looking for a **hall attendant** to fill shifts at Chalet Bellevue.

RESPONSIBILITIES

Under the authority of the Recreation, Sports and Events Coordinator, the hall attendant must:

- welcome, assist, direct and inform customers of the Chalet Bellevue and the Recreation department: in person, by email and on the phone;
- ensure the smooth running of activities as well as the surveillance and security of the premises;
- issue membership cards, make sales, complete registrations and collect payments;
- prepare the rooms for the various activities and install the necessary equipment, put the premises back in order after use;
- set up and operate various audiovisual equipment;
- participate in events;
- perform some janitorial tasks;
- update and follow up on correspondence, invoicing, contracts and prepare various forms and documents;
- assist the service team in its operations;
- perform any other task related to his position or requested by the department.

QUALIFICATIONS AND REQUIREMENTS

The desired candidate must:

- be bilingual, autonomous, responsible, punctual, reliable and have good interpersonal skills;
- be in good physical shape;
- be comfortable using a computer and Outlook, Word and Excel, knowledge of Sport-Plus software is an asset;
- be available to work a variable schedule (from 10 to 24 hours per week, depending on the season) during the day, evening (maximum midnight), weekend and on vacation replacements;
- be familiar with the Morin-Heights Outdoor Network, an asset;
- have relevant experience;
- have a high school diploma.

POSITION CHARACTERISTICS

- Work schedule: variable
Work schedule may vary depending on schedule, reservations, and team availability. The attendant must be available at least one day per weekend (Saturday or Sunday) AND two evenings per week
- Salary: starting at \$20 per hour, depending on experience
- Status: temporary part-time employee
- Starting date: as soon as possible

CANDIDACY

The Municipality of Morin-Heights subscribes to the principle of equality in employment.

Those interested in applying can email their cover letter and resume to Éliane Charbonneau at eliane.charbonneau@morinheights.com no later than April 12, 2024.