



## EMPLOYMENT OPPORTUNITY

### Luminaria Assistant

Part-time positions available in December with possibility of extension.

Hourly rate: \$16.43

Approximately 28 hours a week. Hours may vary. Shifts are primarily evenings and weekends, with some daytime shifts.

The University of Alberta Botanic Garden is seeking enthusiastic individuals with a passion for people and the outdoors to join our team for the December Luminaria experience! Luminaria assistants provide support for this popular winter activity and give exemplary service to guests. This is a fun, fast-paced, physical position, with a wide variety of duties.

Selected candidates will be assigned to duties according to best fit for role, however, can expect to be assigned to a variety of duties. Training will be provided.

#### DUTIES MAY INCLUDE:

- Visitor Services
  - o Process admissions; all cashiering duties, including cash handling opening and closing, and night deposits
  - o Respond to queries and provide guests with information on Garden activities
- Dining and Concession Services
  - o Food handling – preparation and assembly
  - o Customer service
- Event Assistance
  - o Daily equipment set up and tear down
  - o Cash handling
  - o Monitoring crowds and fire pits
  - o Sets up tables, chairs, and other equipment
  - o Provides on-site service to guests
  - o Assists with preparation and many aspects of our winter opening
  - o Facilitates a parking crew during busy times
- Grounds Maintenance
  - o Snow removal and ice control
  - o Grounds maintenance and material handling
  - o Operating equipment like snow blowers
- Other duties as required

#### QUALIFICATIONS AND REQUIREMENTS

- Service-oriented, with experience in providing exceptional customer service
- Must be reliable, flexible, responsible, mature, outgoing, personable and tactful
- Ability to work with little or no supervision, and in a team environment
- Must genuinely enjoy working with the general public, and with groups of various ages and cultural backgrounds
- Ability to perform physically demanding and repetitive outdoor work such as bending, kneeling and lifting up to 50 pounds

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- Ability to work outdoors in all weather conditions
- Flexibility to accommodate a varied work schedule; evening and weekend work is required along with some daytime hours
- Experience/education in hospitality, tourism, or special event industries an asset
- Previous experience in grounds maintenance is an asset
- Ability to use hand tools and power equipment is an asset
- May be required to supply own steel toed shoes or boots, depending on assignment
- First Aid and CPR an asset
- Pro-serve may be required, depending on assignment
- Must possess a valid Class 5 driver's license
- Must have a vehicle, as the Garden is not accessible by public transportation
- Job training is provided

**TO APPLY:**

Send resume along with a cover letter to:

Jerlynn Rycroft  
University of Alberta Botanic Garden  
jerlynn@ualberta.ca

Application Deadline: November 16, 2020.

*We thank all applicants, however only successful candidates will be contacted.*

