



## EMPLOYMENT OPPORTUNITY

### Guest Service Assistants

Part-time and full-time seasonal. November 22 to January 9, 2021, possibility of extension to March.  
Hourly Rate: \$16.43

Schedule varies according to season and activities at the Garden; daytime, weekend and evening work required. Must be available to work any day of the week, including Saturdays, Sundays, and statutory holidays.

The University of Alberta Botanic Garden is a stunning 97 hectare property located 15 minutes southwest of Edmonton, with cultivated gardens, plant collections and indoor showhouses.

The Garden is seeking enthusiastic individuals with a passion for people to join our team for our December Luminaria opening. Guest Services staff provide exemplary customer service in the Garden's Welcome Centre, Patio Café concession and outdoor bar (18+). This is an excellent opportunity for people interested in a career in tourism or hospitality. Job training provided.

Effective Nov. 1, 2021 the University of Alberta will require everyone on our campuses to be [fully vaccinated](#).

#### DUTIES

- Take pre-registered admissions as well as process admissions; all cashiering duties, including cash handling opening and closing, and night deposits
- Respond to queries and provide guests with information on Garden activities and events
- Check for guest vaccination status
- Assist with preparation and all aspects of the concession and/or bar at the Garden
- Food handling - preparation and assembly
- Food and drink service
- Ensure the workspace is neatly maintained
- Other duties as required

#### QUALIFICATIONS AND REQUIREMENTS

- Experience/education in retail, tourism or hospitality industries an asset
- Service-oriented, with experience in providing exceptional customer service
- Reliable, flexible, responsible, mature, outgoing, personable and tactful
- Genuinely enjoy working with the general public, with various ages and cultural backgrounds
- Excellent command of written and verbal English language required; French or other language an asset
- Ability to work with little or no supervision, and in a team environment
- Computer proficiency and a general comfort level in learning and working with new software
- Able to lift up to 50 pounds
- These positions require standing for extended periods, and occasional outside work in all weather
- First aid and CPR an asset
- Flexibility to accommodate a varied work schedule
- Class 5 Driver's license and own transportation required. The Garden is not accessible by public transportation
- ProServe an asset

**TO APPLY:** Send resume along with a cover letter to:  
Kelsie Baron, Visitor Services Coordinator  
[kzbaron@ualberta.ca](mailto:kzbaron@ualberta.ca)

**Application Deadline: October 24, 2021**

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



University of Alberta Botanic Garden  
Located in Parkland County, 5 km north of Devon on Hwy 60  
[botanicgarden.ualberta.ca](http://botanicgarden.ualberta.ca)