



Cape Enrage Interpretive Centre Inc.

P.O. Box 1503, Hopewell Cape, NB E4H 4W74

Tel: (506) 887-2273 / 1-888-280-7273

Website: www.CapeEnrage.ca / E-Mail: info@CapeEnrage.ca

Position Description

Position Title: Admission Cashier

Company; Cape Enrage Interpretive Centre Inc.

Reports: General Manager

Location: Cape Enrage, NB

Major Functional Relationships:

- General Manager
- Adventure Manager / Team
- Co-workers
- Visitors
- Concessionaires (i.e. Restaurant & Studio/Gallery)
- Chairman of the Board

Principle Purpose:

Patrol the site, beach and lighthouse and provide safety advice and guided tours with accurate interpretive information to visitors in a positive manner.

Primary Duties and Responsibilities:

Clearly understand and fulfilling all aspects of the Admission Cashier position, as well as site policies.

- Greeting visitors with a smile.
- Giving knowledgeable information.
- Serving and greeting the public with a positive attitude
- Willingly helping co-workers (Team work)
- Provide prompt service;
- Keep all work areas clean
- Complete all transactions accurately
- Be a goodwill ambassador for Cape Enrage in all interactions (i.e. with visitors, co-workers and other staff).
- Provide first aid and safety advice to visitors as needed.
- Report all safety concerns to your supervisor.
- Actively contribute to the success of the team.
- Actively participate in any training or mentoring provided and apply knowledge to day to day activities.
- Assist in the training and integration of new comers.
- Help keep the site clean.
- Assist the General Manager as directed.
- Other related duties.

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Position Title: Manager

Person Specifications:

- The Ideal Candidate will have previous cash handling experience;
- Previous Cashier and/or experience dealing with the public a definite asset;
- Computer literacy (i.e. Microsoft Word & Excel) an asset;
- Bilingualism (English & French) a definite asset;
- Preference will be given to candidates with current First Aid and/or WHMIS Training.
- Compliance with all Health & Safety and Quality Assurance Policies
- Experience in dealing effectively with internal and external customers, including suppliers, staff and the general public;
- Effective communications and team work skills (i.e. written and verbal);

Salary to be Negotiated