

## ***Position Description***

Title: Rental Shop Team Member

Status: Part-time, Seasonal

Reporting To: Rental Shop Team Leader

Location: 8141 Otway Road, Prince George, BC.

The Caledonia Nordic Ski Club is a non-profit organization. The club is run by a volunteer board of directors, a general manager and, a staff of approximately 14 seasonal employees.

### Full Job Description

Rental Shop Team Members are responsible for delivering customer service and day-to-day upkeep of the rental shop, lodge and front office.

### Responsibilities

Rental shop employees are directly accountable to the Rental Shop Team Leader on a day to day basis. Rental Shop Team Members are expected to be welcoming, knowledgeable and enthusiastic.

### Duties:

- Ensure that customers accurately complete appropriate rental forms and liability waivers.
- Find proper equipment fit for each customer to create a positive experience.
- Process payments.



- Providing the members with accurate information and updating them with the current programs.
- Opening and closing of the rental shop including cash in and cash out procedures. Keeping the track of the money.
- Promote membership sales.
- Other duties as assigned.

This position is a seasonal position during the winter ski season of 2021- 2022.

Apply

- Please send your resume and cover letter to [office@caledonianordic.com](mailto:office@caledonianordic.com)
- Feel free to contact us at: 250-564-3809

