



Seasonal Cleaner/ Visitor Center Clerk & Tour Guide

Duties and Responsibilities

Kingsbrae Garden is looking for a Seasonal Cleaner/ Visitor Center Clerk & Tour Guide. In this full time seasonal position you will be working as a Cleaner and Visitors Center Clerk & Tour Guide.

Job responsibilities include:

- Clean, sanitize and dust all areas including common spaces, hallways, staircases, trails, offices and washrooms.
- Cleaning of KIRA property including guestrooms, common spaces, studios and amphitheater.
- Deep cleaning of staff residence rooms.
- Washing, drying and folding of all linen including bedding, towels and linen.
- Be knowledgeable of Kingsbrae Garden, the Garden Café and KIRA and answer any guest questions.
- Welcome guests with a friendly and professional attitude.
- Answer any incoming phone calls and direct accordingly.
- Sell admission and special event tickets and collect credit and debit payments using the Fareharbour system.
- Give walking and golf cart tours of Kingsbrae Garden.
- Perform opening and closing duties.
- Other duties as assigned.



Requirements:

- Ability to work well under pressure in a fast-paced environment.
- Professional and friendly conduct while at work.
- Previous guest customer service experience is considered an asset.
- Plant and gardening knowledge is considered an asset.
- Strong communication skills are required, French language skills are considered an asset.
- Previous cleaning experience is considered an asset.
- Ability to work independently.
- Organized with great attention to detail.
- Must be able to walk, stand, kneel and bend for an extended period of time.

This is a seasonal position from May 2023 – October 2023

Wages based on experience.