



Niagara Parks Seasonal Positions and Descriptions

Position	Description
Provincial Offense Officer	<ul style="list-style-type: none">• Directs vehicular and pedestrian traffic.• Provides general assistance to our guests. Enforces parking regulations under the Niagara Parks Act.• Maintains public safety perimeters at special events, including fireworks displays.• Assists full time members where required.• Refers calls for police service to the on-duty Communicator/Supervisor.
Bartender	<ul style="list-style-type: none">• Takes orders from the service staff.• Prepares alcoholic and non-alcoholic beverages.• Maintains cleanliness of bar area.• Accurately operates a cash register to enter transactions.• Checks bar area for proper stock levels.• Orders supplies according to established procedures.
Bus Person	<ul style="list-style-type: none">• Clears, cleans, and sets all dining room tables. Carries clean stock into dining room.• Perform various cleaning duties, including polishing windows, glass doors, wiping tables, chairs, and menu boards.



Niagara Parks Seasonal Positions and Descriptions

Cook	<ul style="list-style-type: none">• Uses all general cooking methods to prepare assigned meal items.• Prepares and serves menu items in accordance to the kitchen standard recipe files.• Provides group leadership for the kitchen staff.• Monitors all areas of the kitchen for food, quality, service, and proper staffing levels.
Counter Help	<ul style="list-style-type: none">• Provides guests with prompt and efficient food and beverage service.• Ensures all equipment has been set up correctly and ready for operation.• Communicates with kitchen staff for food requirements.• Assists guests with selection of meal choices and makes recommendations.
Dishwasher	<ul style="list-style-type: none">• Ensures all dishes, glasses, and flatware are rinsed, washed, and sanitized properly.• Sets up machines for operations and maintains cleanliness of all machines.• Maintains a clean and safe work area by sweeping and mopping floors at least once a shift or when required
Host/Hostess	<ul style="list-style-type: none">• Greets and seats guests for the Restaurant operations of Niagara Parks.• Ensures guests of available seating at specific times• Records special requests.• Helps with planning table space.• Takes phone calls and walk-in reservations.• Confirms reservations.



Niagara Parks Seasonal Positions and Descriptions

Pantry Worker

- Washes, slices, dices, and chops fruit and vegetables.
- Trims and slices meat, fish, and poultry.
- Produces salads for buffet and a la carte menu items.

Server

- Takes guest orders and provides food and beverage suggestions to guests.
- Enters orders in an accurate and efficient manner by using the POS system.
- Issues guests their meal check and collects payment.
- Clears, cleans, and resets tables in support of team members.

Short Order Cook

- Prepares fast food items for guests.
- Performs various preparation activities (i.e. precooking various fast food items, preparing salads).
- Ensures all kitchen equipment is clean and sanitized.
- Restocks items into the fridge and freezer.
- Baking, making pizza, and using grills and fryers.

Car Loader

- Collects Aero Car tickets and ensures all gates are closed and locked.
 - Travels on the Aero Car with passengers.
 - Shares important facts relating to Niagara Falls.
 - Responsibly ensures the safety of passengers when riding on the Aero Car.
 - Participates in testing equipment including microphones and walkie talkies.
 - Assists the Aero Car Operator by reporting weather changes.
-



Niagara Parks Seasonal Positions and Descriptions

Elevator Operator

- Operates elevators and ensures specific load limits are not exceeded.
- Delivers speech about the attraction and answers guests' questions.
- Ensures individuals are in the proper lines.
- Distributes raincoats to guests.

Guide Butterfly Conservatory

- Develops and provides educational programming and demonstrations for the general public, school groups, and professionals.
- Controls and maintains public traffic through the conservatory auditorium and preservation space.
- Provides guests with accurate information relating to the contents of the conservatory.

Sales Clerk

- Accurately operates a cash register system to enter transactions and all related paperwork.
- Assists guests with retail merchandise.
- Assists with various cleaning duties.
- Ensures display units in store are stocked and organized.

Stock Clerk/Receiver

- Receives shipments of supplies and retail merchandise.
 - Ensures shipments received are correct, checking invoices and packing slips received.
 - Stocks retail merchandise.
 - Prepares and conducts inventory counts, and counts and re-tickets merchandise according to established procedures.
-



Niagara Parks Seasonal Positions and Descriptions

Welcome Centre Attendant

- Operates ticket register and sells Niagara Parks Passes and WEGO bus passes.
 - Assists with group reservations.
 - Answers guests' questions.
 - Acts as a second language interpreter for guests.
 - Provides information and daily updates regarding the attractions and events of Niagara Parks.
-

Ambassador

- Meets and greets guests and tour bus groups.
 - Assists guests by giving directions, Niagara Parks information to guests.
 - Performs Ambassador's work in the parking lots, Falls Incline, Bus Management and WEGO Transportation System.
-

Bus Driver

- Safely operates the buses complying with all policies, procedures, and guidelines of the WEGO Transportation System.
 - Performs a daily bus pre-trip inspection.
 - Maintains awareness of vehicle conditions (ex. Gauges, lights).
 - Provides excellent guest service and Niagara Parks information to guests.
 - BZ or CZ license is required.
 - Attach recent driver's abstract with your profile to be considered.
-

Bus Cleaner

- Washes and polishes the exterior of the WEGO buses.
 - Vacuums all carpets and cleans all windows, shampoos carpets, removes seats, and washes ceilings.
 - Drives buses from the garage to the wash and/or fuel bays.
 - G2 or G level driver's license is required.
-

Niagara Parks Seasonal Positions and Descriptions

Gardener (Certified)

- Prepares the gardens for planting through rototilling, levelling, fertilizing, weeding, and edging flower beds.
- Removes and dispenses annuals.
- Sprays pesticides to control pests and diseases, plants, trims, prunes.
- Labels trees and shrubs.
- Operates power equipment and trucks as required.
- Will be working outside or in a greenhouse.

Labourer
(Parks & Engineering)

- **Engineering Department:**
 - Climbing ladders, dig ditches, pick up and transports materials to job sites.
 - Operates hand/power tools as required.
 - Loads, unloads materials as requested.
 - Washes and cleans vehicles and/or equipment
- **Parks Department:**
 - Maintains grounds along the parkway and gardens, using lawn mowers, roto-tillers, leaf blowers, trimmers, etc.
 - Loads and unloads equipment.
 - Assists gardeners with a variety of projects.

Labourer/Driver

- Maintains grounds and transports materials to job sites.
- Assists gardeners with a variety of projects.
- Drives vehicles such as trucks and tractors, RTVs, Gators, and Workman MDs.

Naturalist

- Takes guests on guided tours through the Niagara Glen area.
 - Has general knowledge of the area, plants and trees.
 - Assists with bouldering.
-

Niagara Parks Seasonal Positions and Descriptions

Golf Cart/Driving Range
Attendant

- Keeps cart staging area clean and tidy.
- Cleans and restocks carts for rental as appropriate based on business levels.
- Charges carts.
- Closes cart building.

Golf Shop Attendant

- Greets golfers.
- Sells green fee tickets.
- Operates a cash register.
- Assists guests with purchases and merchandising.

Grounds Maintenance

- Performs a variety of tasks to maintain the golf course conditions for the guest.
- Tasks involved include but are not limited to manual labour tasks.
- Mowing playing surfaces, raking sand traps, changing hole locations, etc.

Ranger/Starter

- Organizes different teams and start times.
 - Receives tickets for green fees.
 - Assigns golf carts, rental clubs, and pull carts to players.
 - Assists the cart attendant with washing and recharging the golf carts.
 - Maintains continuous play by keeping golfers moving.
 - Keeps golf carts on course and watches for delays.
 - Works directly with the Starter on back-up and start-times (on-course guest service agent).
-

Niagara Parks Seasonal Positions and Descriptions

Historic Interpreter

- Understands and communicates the historical significance of the site to guests.
 - Conducts guided tours which include detailed accounts relating to the site.
 - Monitors the building, displays, and artifacts.
-

Cashier Positions

- **Culinary:** Operates a cash register to enter guests' bills, provides guests with prompt and efficient food and beverage service, assists guests with selection of meal choices, and performs various bus help duties, as required. Works on ice cream carts or quick service locations. Other duties as assigned
 - **Retail & Attractions:** Sells tickets for Niagara Parks attractions to guests using a cash register system, follows procedures for money handling, time ticketing, group rates, take reservations and answer telephones. Other duties as assigned
 - **Heritage:** Operates video presentations, answers phone calls and takes messages as required, provides guests with prompt and efficient food and beverage service, and provides guests with information regarding the site's programs and other NPC attractions. Other duties as assigned
 - **Transportation:** Sells parking tickets to guests, opens and closes parking lots and controls traffic as it enters and exits the parking lots, closes cash registers, performs cash audits, and completes mandatory paperwork. Other duties as assigned.
-



Niagara Parks Seasonal Positions and Descriptions

Office Help

- Prepares and distributes emails and general correspondence, letters and memos.
- Maintains a variety of manual and computerized files and records.
- Answers telephone calls from the public and staff.
- Responds to inquiries and takes messages as necessary.
- Photocopies and distributes memos and reports.

Janitor

- Provides cleaning and maintenance services.
- Sweeping, mopping, disinfecting, and polishing the floors.
- Cleaning toilets, mirrors, and windows.
- Dusts furniture and vacuums carpets.
- Collects, sorts, and bundles material for recycling.

Night Janitor

- Provides cleaning and maintenance services.
- Sweeping, mopping, disinfecting, and polishing the floors.
- Cleaning toilets, mirrors, and windows.
- Dusts furniture and vacuums carpets.
- Collects, sorts, and bundles material for recycling.

Litter Picker

- Keeps the grounds of assigned areas free from litter.
 - Properly picks up and disposes of all litter.
 - Empties garbage containers.
 - Responsible for reporting any vandalism or any non-routine matters of the grounds to the Parks supervisor.
-



Niagara Parks Seasonal Positions and Descriptions

Washroom Attendant

- Keeps assigned washrooms clean and sanitized
- Empties waste receptacles and disposes of waste properly.
- Assists with maintaining the areas in the vicinity of the washroom free of litter and debris.
- Washes washroom walls, stalls, floors, fixtures, mirrors, and windows.

Supervisor/Culinary

- Supervises and maintains schedules for all staff including bargaining unit and students.
- Assigns tasks.
- Monitors and evaluates staff.
- Communicates and coordinates with the kitchen and guests to ensure quality of meals and service of operations meets/exceeds acceptable standards.
- Assists in all areas of kitchen and restaurant operations as needed.
- Job duties will vary based on location.

Supervisor/Retail & Attractions

- Provides guidance and support to maintain a high level of guest service and ensures NPC standards are achieved for the retail and attraction operations. Supervises both unionized and non-unionized employees in a high-volume environment.
- Monitors and records data with respect to sales productivity/labour costs, sales revenues, and inventory control.
- Job duties will vary based on location.

Apprentice

Apprenticeships for the skill trades are offered through recognized programs from the Ministry of Training, Colleges and University. Please specify in your application the type of skilled trades you are interested in.



Niagara Parks Seasonal Positions and Descriptions

Skilled Trades

Apprenticeships for the skill trades are offered through recognized programs from the Ministry of Training, Colleges and University. Please specify in your application the type of skilled trades you are interested in.

Co-op/Intern

Qualified students that are seeking co-op and internships at both the secondary and post secondary level as part of their curriculum.
