



## MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY**

<b><u>POSITION:</u></b>	<b>Pro Shop Attendant, Sports &amp; Recreation Unit</b>
<b><u>DURATION:</u></b>	Fixed-Term, Full-Time (June 23 – March 31, 2025) Six (6) Month Probation Period
<b><u>DESCRIPTION:</u></b>	See Attached Job Description
<b><u>SALARY:</u></b>	\$647.25 to \$730.50 Per Week
Hours of Operation	As needed, based on the Kahnawà:ke Sports Complex schedule and events.
Hours per week	37.5 hours per week
<b><u>DEADLINE FOR APPLICATION:</u></b>	<b>Thursday, June 12, 2025 - 4:00 p.m.</b>
<b><u>REQUIREMENTS:</u></b>	<b>ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED</b>
	<ul style="list-style-type: none"><li>✓ Applicant checklist</li><li>✓ Letter of intent</li><li>✓ Resume</li></ul>

**APPLICATION:** Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: [Applications@mck.ca](mailto:Applications@mck.ca)

**NOTE:** All forms and requirements are listed on our website: <https://kahnawake.com/jobs>

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Indigenous candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



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RONWATIIO'TÉNHSE RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

<b>Core Job Information</b>	
<b>Job Title:</b>	Pro Shop Attendant
<b>Division:</b>	Sports & Recreation Unit
<b>Reports To:</b>	General Manager of Sports Complex & Facilities
<b>Date of Job Description</b>	January 2025
<b>Purpose</b>	
The Pro Shop Attendant performs duties related to the functioning of the Pro Shop and Sports Complex during seasonal activities.	
<b>Roles &amp; Responsibilities</b>	
<p><b>Operation of the Pro Shop.</b></p> <ul style="list-style-type: none"> <li>• Greets and assists customers in a friendly, courteous, and professional manner.</li> <li>• Maintain accurate records of daily sales and inventory transactions.</li> <li>• Process sales transactions using cash registers or point-of-sale (POS) systems.</li> <li>• Handle cash, credit cards, and other forms of payment accurately and securely.</li> <li>• Promotes and monitors sales generated from the Pro Shop concession.</li> <li>• Safely operates the “Dupli skate” skate sharpening machine.</li> <li>• Assists in helping the concession operators.</li> <li>• Assists with security matters.</li> <li>• Maintain a clean and organized pro-shop environment, including restocking shelves.</li> <li>• Answer questions about the facility, products, services, and events.</li> </ul>	
<p><b>Provides assistance to the Kahnawà:ke Sports Complex.</b></p> <ul style="list-style-type: none"> <li>• Provides light custodian and maintenance duties.</li> <li>• Assists with cleaning the dressing rooms on an hourly basis, when a team leaves, and at the end of the night.</li> <li>• Opening and closing the Sports Complex before and after scheduled events and daily (i.e., checking the stands for garbage, spot mopping, and changing garbage as needed).</li> <li>• Removal of hockey nets before the Zamboni enters the ice.</li> <li>• Ensures main doors and garage doors are securely locked, and shuts down machinery, lights, etc. before leaving the building.</li> <li>• Assures that house rules/regulations affecting the smoking ban, public skating, and concession room operating hours are followed.</li> <li>• Perform other job-related duties as directed by the immediate supervisor.</li> </ul>	
<p><b><i>The statements herein reflect general details to describe the principal functions of this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.</i></b></p>	



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### Education & Experience

- High School Diploma, plus one (1) year of relevant experience with Basic First Aid Course.

### Knowledge, Skills, Abilities

- Ability to work effectively in a team and independently.
- Ability to operate POS systems and handle transactions.
- Detail-oriented with strong organizational skills.
- Strong communication and customer service skills.
- Good character and strong work ethic.
- Conducts business with internal and external clients in a tactful, discreet, and courteous manner.
- maintains confidentiality.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.
- The ability to communicate in the Kanien'keha and French languages is an asset.
- Willingness to learn Kanien'keha is required.

### Working Environment

- Five-day work week, and work is performed in an indoor environment.
- Willingness to work long hours both during the week and weekends.
- Occasional overtime.
- Must also be able to lift and/or move up to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds.
- Working near or at equipment, instruments, machinery, or power/hand tools that may be a potential source of accident or injury.
- Moderate stress due to workload.

### Commitment Statement

I serve the Kahnawà:ke community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing innovative ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.



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**Signatures**

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_