



Job offer

**Supervisor-Hall attendant
(Variable schedule according to operational needs and on call)**

***Our passion: the preservation and dissemination of
Canada's railway heritage***

Join a dynamic and innovative team, always ready to renew its products and services, to satisfy its customers and to develop memorable experiences for its visitors. Exporail is a unique institution in Quebec.

Operated by the Canadian Railroad Historical Association, Exporail delights visitors of all ages. Fun to explore, Exporail educates and informs on many levels, in both official languages. As Canada's premier railway museum, it aims to be among the best in the world. It achieves its mission by building, preserving and showcasing a collection of Canada's railway heritage and by providing the public with an appreciation of the railway experience on its site.

Located in Saint-Constant, close to the main roads and with privileged access to public transportation (train station and bus stop in front), Exporail is an employer of choice. We offer a pleasant work environment that is well adapted to the needs of our personnel: generous windows, green spaces, free parking, and work schedules that allow for work-life balance.

Description of the offer:

In addition to offering services to visit its exhibitions, Exporail offers corporate partners and citizens the possibility of reserving rental rooms for various events such as recognition evenings, conferences, training sessions, weddings and company parties.

Reporting to the Hall rentals, Gift shop and Coffee shop Coordinator, the incumbent will be responsible for the supervision of the rented premises. He/she will be in contact with the stakeholders who rent the rooms and will ensure that their needs are met according to the established rules. The supervisor-hall attendant also ensures the cleanliness of the premises, the setting up and dismantling of the halls and provides a quality service for which Exporail is recognized.

Responsibilities:

The supervisor-hall attendant is specifically responsible for:

- Providing quality and professional service;
- Monitoring the Angus Pavilion, the rented rooms and all accesses to the rooms;
- Ensuring the safety of the people and facilities of Exporail;
- Ensuring the continuous monitoring of the cleanliness of the premises, including the garbage cans and washrooms;
- Tidying up and cleaning the rooms and areas used by clients after their departure;

- Proceeding, if necessary, to setting up of the rooms for the next day's rental after the departure of the customers;
- Any other related duties.

Skills Profile:

Qualifications:

- Must be 18 years of age or older;
- Ability to understand and express oneself in French and English;
- First aid training is an asset.

Skills and behaviors required:

- Reliability and punctuality;
- Resourcefulness, diplomacy, good judgment;
- Sense of responsibility, autonomous;
- Ability to work in a team;
- Interpersonal skills and good presentation;
- Have the physical ability to perform the tasks required;
- Have a good perception of the organization of tasks;
- Be customer friendly and enjoy working with the public.

Conditions of Employment:

- Ability to work a variable schedule, depending on operational needs and on call (Primarily weekday evenings, overnight and weekends)
- Compensation: \$14.58 per hour

Interested persons are invited to send their resume with a cover letter as soon as possible to the attention of

Nicole Gilbert
Hall rentals, Gift shop and Coffee shop Coordinator
E-mail: locations@exporail.org
Telephone: 450-638-1522, extension 221
Fax: 450-638-1563

We thank all applicants in advance. However, only those selected for an interview will be contacted.