

<b>POSITION:</b>	<b>SUMMIT LAKE SKI AREA: INSIDE OPERATIONS MANAGER</b>
<b>REPORTS TO:</b>	Chief of Operations
<b>DUTIES:</b>	<ul style="list-style-type: none"> <li>• Ensure compliance of inside operations with government and industry protocols</li> <li>• Responsible for inside staff, sales, and facility (rentals, kitchen, cleaning)</li> <li>• Manage bookings for private lessons and support School Program Coordinator on lesson days</li> <li>• Updates social media, phone messages, and answers emails</li> <li>• Ensure staff for sales and rentals are scheduled and following work protocols</li> <li>• Compile sales data for submission to Chief of Operations</li> <li>• Maintain safety, functionality, and cleanliness of inside facilities</li> </ul>
<b>QUALIFICATIONS/ REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Ski tech experience and qualifications preferred</li> <li>• Management experience</li> <li>• Fit and able to do rental and cleaning tasks</li> <li>• Comfortable using computers for social media updates, communication and online lesson bookings</li> <li>• Comfortable supporting a variety of point-of-sale options</li> </ul>
<b>WAGE:</b>	Minimum wage x 1.25
<b>JOB LOCATION:</b>	<b>Summit Lake Ski Area</b>
<b>TERM OF POSITION:</b>	<b>Full time:</b> Wednesday – Sunday; Mid-December to Mid-March