



ST. FRANCIS XAVIER  
UNIVERSITY

# JOB ADVERTISEMENT

## StFX Ancillary Services Casual/ Part-time Saputo/Box Office Guest Services Membership and Facility Clerk: Fall 2023

By becoming employed by St. FX Ancillary you will join a team of over 150 part-time employees working in a variety of positions. Expectations at the Guest Services Desk in the Amelia Saputo Centre and the Keating Centre include commitment to customer service as well as cultural diversity. Employees must be willing to learn, work as a team and demonstrate reliability and maturity when performing all job tasks.

### Pre-requisites:

- Emergency First Aid
- Customer service related experience

### Saputo / Keating Guest Services duties include but are not limited to:

- Monitor admissions to recreation facilities
- Sign out recreation equipment to members
- Manage equipment inventories and advise on requirements for replacement or repair
- Process passenger tickets, incoming and outgoing parcels for Maritime Bus
- Sell varsity game tickets and season passes using ticketpro software
- Process payments for recreation space rentals and conference services bookings.
- Balance cash at end of shift
- Ensure compliance to established standards of health, safety and security
- Ensure excellence in member service at all levels
- Provide general information to patrons and guests about our facility
- Other duties when required

Letters of application, outlining qualifications and experience, as well as a current curriculum vitae and certificates should be emailed to:

**Mary Leigh MacIntyre**  
**Saputo Guest Services**  
**St. Francis Xavier University**  
**Email: [mmacinty@stfx.ca](mailto:mmacinty@stfx.ca)**

