



## KSSEP SUMMER STUDENT POSITION at Patton's Glen Golf Club RECEPTIONIST - ADMINISTRATIVE CLERK

SALARY: \$17.50/hour  
HOURS OF WORK: 30 hours per week - 10 weeks  
SUPERVISORS: Otsi'tsaken:ra & Nioie:ren (Charles and Eileen Patton)  
REQUIREMENTS: CEGEP student returning to school Fall 2026  
DEADLINE TO APPLY: 22 May 2026

### RESPONSIBILITIES

- Be a positive resource on our operations
- Answering phone calls & promoting the course
- Serving and greeting our clients
- Assisting with the invoicing and deposits
- Coordinate appointments and process reports & listings electronically
- Maintaining our office environment & reception area
- Stock inventory
- Sales and Accounting
- Helping with unique, special projects (event support, holiday activities, etc.)
- Ability to be flexible - weather affects hours of operation on a golf course
- Commitment to fulfilling the contract within the time constraint specified

### Qualifications

- You are a CEGEP student returning to school in the Fall
- Your ability to speak and understand Kanien'keha language is an asset
- Understanding of technology, records keeping, communications, spreadsheet
- Ability to be part of a dedicated team
- You are willing to contribute suggestions in the accomplishment of your duties
- Communicating with passion and professionalism is desired
- Often working alone, conscientiousness and self-management skills involve cleaning, stocking, maintaining records and dealing with the public

SUMMARY: Email your letter of intent and resume to [pattonsglen@hotmail.com](mailto:pattonsglen@hotmail.com)

Contact for additional information is: 514-502-6132 or 450-632-6132

## WORK PLAN:

### WEEK 1-2 -3: BOOKKEEPING & RECORDKEEPING

- Introduction to staff & facility
- Understand daily duties of the position
- serving and greeting our customers
- how to answer questions, inform customers, promote the course
- how to handle cash and make change
- Identify items being sold and prices
- how to operate the cash register
- how to answer the phone
- how to relate to customers' needs
- how to handle emergencies, unruly individuals, help line
- Learn where supplies are and how to restock reception area
- Housekeeping: floors, counters, toilet, service counter, hand sanitizer
- Sanitizing items used by public (doors, carts, bathrooms, tables)

### WEEK 4-5-6: BOOKKEEPING & RECORDKEEPING

- Learn basic computer spreadsheet to keep stock listings, sales, employee hours
- Learn basic word processing programs to create reports
- Continued customer relations guidance
- Discuss issues, relations with fellow workers
- review events, ask questions, evaluate process for improvement
- Perform other duties as assigned by management

### WEEK 7-8: FINANCIALS - REPORTS

- Improving the office/reception environment
- How to be a positive impact on operations
- Assisting with the invoicing and deposits
- Working with the budget (basic accounting)
- Perform other duties as assigned by management

WEEK 9-10: REINFORCE, DISCUSS, EVALUATE

- Discuss & evaluate experience working with public
- Discuss & evaluate office maintenance practices
- Discuss & evaluate sanitary cleaning methods
- Suggestions for Operations: improvement, efficiency