



Mahingan Development Corporation

Hunter's Point, P.O. Box 998
Temiscaming, Quebec J0Z 3R0
Tel: 819-627-3628

EMPLOYMENT OPPORTUNITY

JOB TITLE: Seasonal Care Taker – Full Time

BUSINESS NAME: Camp La Lucarne
Laniel, Quebec

JOB SUMMARY: The Caretaker will provide quality customer service to all visitors and customers. He/she will be responsible for the timely upkeep and maintenance of all assets (equipment, buildings and grounds).

DUTIES AND RESPONSIBILITIES:

- Promote Health and Safety on the premises for all customers
- Greet everyone in a friendly manner
- Coordinate the arrival and departure of customers with manager
- Execute the maintenance plan of buildings and equipment
- Perform the needed repairs immediately
- Maintain cleanliness of the grounds
- Other duties as assigned

EDUCATION AND EXPERIENCE:

- High School Diploma
- Valid Driver's License
- Valid Canada Boaters License
- Must be independent and trustworthy
- Strong problem-solving abilities and a multitasker
- Strong communication skills in English and French would be an asset.
- Experience in building maintenance, grounds maintenance
- Knowledge of carpentry, plumbing, electrical and water systems would be an asset
- Knowledge of the area, Indigenous knowledge and or hunting/fishing would be an asset
- Knowledge of basic computer skills
- Strong customer service skills

WORKING CONDITIONS: During the contractual period, The working hours of 35 hours a week can sometimes extend beyond a regular work day. The employee can be required to work outside and occasionally in bad weather. Possible on site lodging will be available.

SALARY: Commensurate to experience – to be determined upon hiring

CLOSING DATE: March 24th, 2023 @ 12:00 p.m.

Please send a covering letter along with your resume and 2 employment references to:

Att: Martha Polson, Band Manager
[http://mpolson@wolflakefirstnation.com](mailto:mpolson@wolflakefirstnation.com)

Wolf Lake First Nation
Hunter's Point, 5 Riordon Avenue
Temiscaming, QC, J0Z3R0
Phone (819) 627-3628
Fax: 819-627-1109

Thank you to all who apply; however, only those selected for an interview will be contacted.



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EMPLOYMENT OPPORTUNITY

JOB TITLE: Camp La Lucarne Seasonal Manager – Full Time

BUSINESS NAME: Camp La Lucarne
Laniel, Quebec

JOB SUMMARY: The Manager is directly responsible for overall lodge operations and its staff. He/she will oversee, coordinate and supervise the day-to-day operations of Camp Lucarne. The Manager will supervise and provide optimal hospitality to guests upon their arrival and departure. He/she will be responsible for the promotion of the business, office administration and oversee the upkeep, cleaning and maintenance of all assets (equipment, buildings and grounds).

DUTIES AND RESPONSIBILITIES:

- Plan, implement and manage overall lodge daily operations
- Plan and organize lodge activities to drive sales
- Manage and monitor lodge expenses
- Financial Reporting to administration of WLFN
- Manage and track lodge inventory
- Plan and implement marketing campaigns with team members
- Build and maintain strong relationships with visitors and clients
- Suggest and implement new ideas
- Evaluate staff performance
- Ensure safety and adherence to rules and regulations
- Prepare and manage schedules for shifts and guests check out/check ins.

EDUCATION AND EXPERIENCE:

- Diploma in Tourism and Hospitality or Hotel Management would be an asset
- Knowledge of the area, Indigenous culture and/or an interest in hunting and/or fishing would be an asset
- Must have prior direct supervisory experience and/or experience leading a team
- Experience in providing excellent customer service
- Must be independent and trustworthy
- Must have strong organizational and time management skills
- Strong problem-solving abilities and a multitasker
- Knowledge of Microsoft Office software
- Knowledge of computer and POS systems
- Knowledge in building maintenance
- Strong communication skills in English and French would be an asset.
- Valid Driver's License

WORKING CONDITIONS:

During the contractual period, the manager will be required to be on location at Camp La Lucarne on weekends and during peak or busy periods. May be required to work outside and occasionally in bad weather. The regular hours of 35 hours a week can sometimes extend beyond a regular work day. Possible on site staff lodging available

SALARY: Commensurate to experience – to be determined upon hiring

CLOSING DATE: March 24th, 2023 @ 12:00 p.m.

EMPLOYMENT OPPORTUNITY
Camp La Lucarne Seasonal Manager
(Cont'd)

Please send a covering letter along with your resume and 2 employment references to:

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EMPLOYMENT OPPORTUNITY

JOB TITLE: Seasonal Server/Cleaner – Full Time

BUSINESS NAME: Camp La Lucarne
Laniel, Quebec

JOB SUMMARY: The Server/Cleaner is directly responsible for greeting customers and providing excellent customer service and ensuring a safe, friendly clean environment. The Cleaner/Server will assist the Cook, the Manager and Grounds Keeper where he/she can, to keep daily operations running smooth.

DUTIES AND RESPONSIBILITIES:

- Greet and serve customers in a friendly manner
- Taking, confirming, and relaying orders to the kitchen
- Serving food and beverages, including alcohol
- Busing (may include washing dishes), clearing and resetting tables
- Answering telephone calls and providing information about lodge services
- Preparing bill and processing payments
- Maintain a clean and tidy front and back of house
- Reconciling daily cash transactions.
- Communicates and works within a team to improve services
- Promote Health and Safety on the premises for all customers
- Assist with cleaning cabins
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- High School Diploma
- One year work experience in Customer Service Industry
- Experience in bartending is an asset
- Basic computer knowledge
- Familiarity with a POS system
- Valid Driver's License

KNOWLEDGE & SKILL REQUIREMENTS:

- Bilingualism considered an asset
- Strong communication with the ability to socialize and interact with customers.
- Good time management skills
- Must be independent, reliable, trustworthy and pay attention to details.
- Able to handle work in a fast-paced environment.
- Able to multitask in order to take orders, process payments and provide food and/or drinks to customers.

WORKING CONDITIONS: During the contractual period, the hours of work are Thursday to Sunday sometimes extending beyond a regular work day.

SALARY: Commensurate to experience – to be determined upon hiring

CLOSING DATE: April 28th, 2023 @12:00pm

START DATE: May 15th, 2023

EMPLOYMENT OPPORTUNITY
Seasonal Server/Cleaner – Full Time
(Cont'd)

Please send a covering letter along with your resume and 2 employment references to:

Attn: Martha Polson, Band Manager
Wolf Lake First Nation
P.O. Box 998
Temiscaming, QC, J0Z3R0

mpolson@wolflakefirstnation.com
Phone (873-997-9998)

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Hunter's Point, P.O. Box 998
Temiscaming, Quebec J0Z 3R0
Tel: 819-627-3628

EMPLOYMENT OPPORTUNITY

JOB TITLE: Seasonal Cook – Full-Time

BUSINESS NAME: Camp La Lucarne
Laniel, Quebec

JOB SUMMARY: The Cook is responsible for planning, preparing and cooking food items to ensure the highest quality service and experience for customers. Duties include keeping inventory and ordering food items and supplies, maintenance of kitchen equipment, overseeing the operations of the kitchen to ensure organization, cleanliness, sanitation and a safe working environment.

DUTIES AND RESPONSIBILITIES:

- Prepares wonderful meals for our customers.
- Able to cook traditional Algonquin foods.
- Able to prepare specials and offer a creative menu.
- Make adjustments to food items to accommodate guests with allergies or specific diet concerns
- Operates various kitchen appliances and equipment
- Cleans and sanitize all appliances and equipment
- Estimates expected food consumption and organises preparation
- Order appropriate amount of food and supplies
- Keeps records and accounts of food purchases
- Follows proper food storage procedures
- Communicates and works within a team to deliver quality service
- Promote Health and Safety on the premises for all customers.
- Greet everyone in a friendly manner.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- High School Diploma
- Prior experience in related food and beverage service and food preparation positions.
- CIFIC Food Handler certificate
- Valid Driver's License
- Must be independent, reliable and trustworthy
- Able to handle work in a fast-paced environment.

WORKING CONDITIONS: During the contractual period, the hours of work can extend beyond a regular work day or week. Possible scenario for this position may be 1 week on, 1 week off rotating with another cook. On-site lodging is available.

EMPLOYMENT OPPORTUNITY

Seasonal Cook – Full-Time
(Cont'd)

SALARY: Commensurate to experience – To be determined upon hiring

CLOSING DATE: March 24th, 2023 @ 12:00pm

START DATE: May 8th, 2023

Please send a cover letter along with your resume and 2 employment references to:

Attn: Martha Polson, Band Manager
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