

<u>Position Title</u>	<u>UNIVERSITY OF WINNIPEG CONVOCATION GOWN/HOOD ATTENDANT</u>
<u>Gaspard Contact:</u>	Email/call: CYNTHIA MACDONALD CYNTHIA.MACDONALD@BALFOUR.COM
<u>Department</u>	Events office on behalf of Gaspard Cap and Gown. Gaspard Cap and Gown provides academic regalia (hood and gown) rental service to the graduating students and faculty/ staff of Lakehead U for the convocation ceremonies.
<u>Purpose</u>	Working for Gaspard and reporting to the Gaspard Manager, the Convocation Hood and Gown Attendant is responsible for providing a pleasant and professional hood and gown service to the graduates. As part of a team, you are the first point of contact for every UOFT graduate on their special day. Duties include but are not limited to: unloading and loading boxes of hoods and gowns, unpacking hoods and gowns, sorting hoods and gowns, repacking boxes after ceremonies, providing a welcoming and professional atmosphere and exceptional customer service, handing out gowns and hoods to graduates, providing graduates and faculty/ staff with instructions, setup and cleanup and other duties as directed by the Gaspard Manager. Speed and accuracy in the distribution of hoods and gowns to graduates and faculty/ staff, while providing friendly service, is of the utmost importance.
<u>Qualifications</u>	Preference will be given to current University of Winnipeg students who can work all of the days on the schedule below. Must exhibit personal time management and display punctuality. Must be able to work as an integral part of a team, showing support to one another when necessary. Must be able to lift 25 + kg boxes to perform physical tasks quickly and efficiently. Must exhibit excellent oral communication skills, especially in a fast paced, front line customer service environment. Must have strong interpersonal skills, including flexibility, patience, and integrity. Must have strong organizational skills and be detail oriented with a determination to "get the job done." Must have Social Insurance Number in order to be paid.
<u>Duties</u>	<ul style="list-style-type: none"> • Provide a welcoming and professional service • Provide graduates and faculty/ staff in attendance with instructions, as directed by Gaspard manager • Assist with the unpacking and preparation of hoods and gowns for ceremonies • Assist with the collection and repacking of hoods and gowns after ceremonies • Hand out gowns to graduates and faculty/ staff • Hand out hoods to graduates and faculty/staff as per instructions from Gaspard manager • Assist with unloading and reloading regalia • Maintain cleanliness of the hood and gown space • Assist with the setup and cleanup of the Hood and Gown space each day • If necessary, direct traffic within Hood and Gown space • Other duties as directed by the Gaspard manager • Dress code: no jeans/clean comfortable shoes (runners allowed)
<u>Rate</u>	\$17.00/hour, no overtime

tel: 800.380.8214
email: info@gaspard.ca
web: gaspard.ca
address: 1266 Fife Street Winnipeg, MB R2X 2N6

Tentative Schedule

DATE	START TIME	FINISH TIME
OCT 15(set up)	10:00AM	2:00PM
OCT 16	8:00 AM	6:00PM
Oct 17	8:00AM	6:00PM

THUNDER BAY COMMUNITY AUDITORIUM

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