Guest Service Agent (Seasonal)

ClubLink Corporation ULC

Job ID
10814

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LOCATION	DATE POSTED	EXPIRY DATE
Multiple locations, see ad, MacTier, ON| Ontario	17-09-2026	16-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 19.00 hourly	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

4 vacancies

Company: ClubLink Corporation ULC

Business information: ClubLink is Canada’s largest owner and Operator of High-Quality Golf courses and Resort properties. Within our services we offer preferred tee times at your Home Club, family-friendly member events, Clubhouse dining offering upscale fine-dining, casual family-friendly dining or catering, and complimentary family benefits.

Business address: 15675 Dufferin St, King City, ON L7B 1K5

Work Location: The candidates will work at 2 of our Golf Resorts: Rocky Crest Golf Resort (20 Barnwood Drive, MacTier, ON P0C 1H0), and Sherwood Inn (1080 Sherwood Road, Port Carling, ON P0B 1J0).

Type of Employment: Full time – Seasonal / 6-month contract

Estimated Start Date: April 20, 2027

Job Description:

? Register arriving guests and assign rooms
? Process group arrivals and departures
? Take, cancel and change room reservations
? Provide information on hotel facilities and services
? Provide general information about points of interest in the area
? Process guests' departures, calculate charges and receive payments
? Balance cash and complete balance sheets, cash reports and related forms
? Maintain an inventory of vacancies, reservations and room assignments
? Follow emergency and safety procedures

? Clerical duties (i.e. faxing, filing, photocopying)
? Answer telephone and relay telephone calls and messages
? Perform light housekeeping and cleaning duties if needed
? Handle wake-up calls
? Assist clients/guests with special needs
? Provide customer service

Requirements:
• Education: Completion of high school is required
• Experience: Minimum 6 months of Front Desk Experience in a hotel or resort setting required. One (1) year preferred.

Working Conditions and Physical Capabilities: Fast-paced environment, Attention to detail, occasionally overtime is required, Work under pressure in some occasions
Personal suitability: Client focus, Team player, Effective interpersonal skills, Excellent oral communication, Flexibility, Dependability, Organized, Excellent written communication, Judgement, Reliability

Business Equipment and Computer Applications: Multi-line switchboard, Word processing software, Database software, Computerized bookkeeping system, Spreadsheet, Central reservation system (CRS), Internet.
Language: English is required

Salary: $19.00 hourly

Benefits: Shared accommodation provided at a cost (utilities included). Transportation costs covered if a worker needs to relocate. Transportation provided between work locations. Uniforms provided at a discounted rate.

Important Information: The position requires flexibility in the schedule. The employee will work a minimum of 30 hours per week, including day, evening, night and weekend hours based on business needs. Overnight shifts would be the main shift.

Apply by e-mail to: Chantal Boudreau – jobs@clublink.ca
**Please apply with the subject: Job Application – Guest Service Agent (Seasonal)
Apply by mail to: 15675 Dufferin St, King City, ON L7B 1K5

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