



FRIDAY HARBOUR™
All Seasons Resort

Job Title: Shuttle Driver

Division: Property

Department: Transportation

Responsible To: Property Services Manager

Role Summary

The shuttle driver transports guests and employees to various destinations on the resort. They are responsible for providing a safe and clean environment for all users.

Responsibilities

- Provide shuttle service to various destinations
- Complete a circle check of vehicle before each shift
- Ensure shuttle logs are accurate and up to date
- Clean shuttle vehicle on a daily basis (interior and exterior)
- Ensure the vehicle is fueled or charged throughout shift and at the end of shift
- Responsible for maintaining the cleanliness of the workspace
- Complete accident reports when necessary
- Welcome and acknowledge each guest with a smile, eye contact and a friendly verbal greeting using the Residents' names when possible
- Compliance with all safety regulations of assigned tasks, and ensure a clean and safe working environment with active participation in the health and safety program
- Adhere to all environmental policies and programs as required
- Other duties as assigned

Competencies

- Business acumen and positive mindset
- Communication/logistics management
- Organizational effectiveness
- Results oriented relationship builder
- Independent but collaborative when necessary

Characteristics

- High energy, passionate and resilient
- Game changer/high impact team player/unfazed by change or adversity
- Humble and good sense of humour
- Executive maturity, professionalism and presence
- Smart, courageous, leader

Requirements

- Ontario Driver's License, Class G license



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- Clean Drivers Abstract is required
- Must possess excellent customer service skills
- Strong verbal and written communication skills
- Detail-oriented and works with a high degree of accuracy
- Ability to multi-task in a fast-paced environment
- Must be extremely responsible with integrity and ability to maintain confidentiality and discretion

Working Conditions

- Must be able to work flexible hours including evenings, nights, weekends and holidays
- Required to move, lift, carry, pull and place objects weighing less than or equal to 50 pounds without assistance
- Stand, sit or walk for an extended period or for an entire shift
- Reach overhead and below the knees, including bending, twisting and pulling

Friday Harbour is an equal opportunity employer committed to hiring a diverse workforce. Friday Harbour is also committed to providing accommodations for people with disabilities. Upon request by the applicant, accommodation will be provided in all parts of the hiring process. Please contact the Human Resources department with any accommodation requests.