



Contract of Employment

1. **Between:** **North Haven Resort**
(Employer) Utik Lake Manitoba

And:
(Employee)

2. **Term of employment**

May 1, 2012 to September 1, 2012

3. **Position of Office Assistant**

Summary:

Employee will be responsible for supervising, organizing and the overall cleanliness of the main lodge while maintaining positive working relationship with all resort staff and guests. Duties will include inventory and organization of the store, bar, dinning room and housekeeping facilities Duties also include working closely with the General Manager to ensure guest billing and vendor invoicing is correct and submitted in a timely manor.

Job Description

- Responsibilities will include stocking and maintaining inventory control of all store, office, bar, dinning room and house keeping supplies. Bar inventory is to be done weekly.
- To assist with training and supervising wait staff, bartender and housekeeping staff.
- Responsible for answering and taking phone messages and monitoring marine and aircraft radios at appointed times.
- Preparing guest bills and charges in a timely manner prior to guests checking out.
- Organizing and maintaining a filing system in main office.
- Prepare all guests licences.
- Ensuring smooth operation of main lodge and cabins during the absence of the General Manager.
- If needed, work as a floater in bar and dinning room during busy times or staff days off.



4. Salary

The Employee's Salary will be based on experience and will be paid bi-weekly.

5. Hours of Work

A normal work day will be from 6:00 am until duties are complete.

6. Disciplinary Procedure

If the Employer believes that the Employee has acted in an unfit way in the course of carrying out their duty, or the Employee brings the Employers business into disrepute, the Employee will face disciplinary action. Disciplinary action may range from verbal or written warning to immediate dismissal of the Employee.

7. Room and Board

North Haven Resort will provide the Employee with housing and all meals for the duration of the contract.

8. Notice of Termination

Either party may terminate employment with 4 weeks written notice. There are exceptions to the rule, where notice is not required, such as when dismissal is for gross misconduct or where constructive dismissal takes place.

9. Drug and Alcohol

North Haven Resort has a strict policy of no drugs or alcohol for all Employees and failure to comply with this will result in immediate dismissal and termination of employment contract.

North Haven Resort, Inc

By:

**Ryan Smith
General Manager North Haven Resort**

Employee:

Date: