

JOB POSTING- Assistant Clerk of Scales

LOCATION: Fort Erie Race Track

CLASSIFICATION: Racing-Assistant Clerk of Scales (seasonal part-time, 30 hours per week)

WAGE RATE: \$16.21, plus benefits after 90 days.

Essential Duties, but are not limited to:

- Reports to and works along with the Clerk of Scales on race days.
- Proofreads entries on race day and records any changes to the program for racing officials.
- Assists in the weighing of jockeys before and after each race.
- Assists in supervising the jockey's room, including all jockeys and their valets.
- Handles and resolves all concerns as they relate to the jockey's room, including conflict resolution, use of equipment, and compliance with applicable racing rules.
- Assists with breathalyzer testing
- Delivers horse claims to Stewards.
- Takes entries two days per week in the Race Office for upcoming race card.
- Performs all duties in the absence of Clerk of Scales

Qualifications:

- Demonstrated experience and knowledge of racing rules & regulations as it pertains to weighing jockeys and equipment.
- Demonstrated experience with conflict resolution, problems solving, ability to work under pressure and meet deadlines.
- Ability to obtain all required licenses from applicable regulatory agencies, including the Alcohol and Gaming Commission of Ontario.,

Essential demands (Occasional 0-33%, Frequent 34-66%, Constant 67-100%).

- Constant standing and recording while weighing jockeys.
- Occasional sitting while completing paperwork
- Ability to ascend staircases frequently.

Work environment:

- Essential duties involve working in an inside office and working outside in all elements.

Interested applicants should submit a resume to jobs@forterieracetrack.ca, or may drop off a resume at:

Fort Erie Race Track Administration Building
230 Catherine St., Fort Erie
Attn: Human Resources



