



Town of Erin

Parks & Recreation Department

Part Time Facility Attendant I

(Job description and duties are currently under review)

Department: Parks & Recreation

Position Title: Part Time Facility Attendant I

Reports To: Parks & Recreation Officer

PURPOSE OF POSITION

Under the direction of the Facility Operator/ Facility Attendant II on duty, the Facility Attendant I is responsible to perform the day-to-day general operations and maintenance of Recreation facilities. The delivery of programs and leisure activities to both residents and visitors while ensuring the building is clean and safely operated at all times.

Major Responsibilities

- Maintaining an awareness of all scheduled activities and events; staff needs to ensure appropriate spaces are ready for use and maintenance supports are in place as needed
- Provide information regarding programs and facility rentals, assist in arranging room rentals, tours etc.
- Monitor user functions within the building to ensure that asset security and public safety is maintained and the rental booking is adhered to
- Assist with set-up and take down of various functions, programs and events
- Clean and maintain facility: sweep, wash and vacuum floors, wash windows and doors, clean washrooms and change rooms, empty garbage, etc.
- Complete administrative duties in a timely manner (eg. log books and checklists, incident/accident reports,)
- Maintain building grounds, shovel snow, clear ice in winter, litter picking, etc.
- Proper use and storage of all required chemicals, cleaning materials and equipment on-site, in a safe manner including compliance with WHMIS procedures
- Work in compliance with the Occupational Health and Safety Act, applicable legislation, regulations, statutes, and departmental policies/procedures/practices and operational guidelines, and perform safe work practices
- Provide cash handling and supervision support for facility programs and rentals
- Performs other duties as assigned

Position Requirements

Education

- Valid First Aid, CPR & AED Certification
- Completion of Grade 9 education

Job Skills

- Ability to work independently and as a member of a team
- Ability to successfully complete Propane Certification training
- Basic computer skills using corporate-standard software and department, division or task specific software
- Sound skills in, customer service, communication and problem-solving to deal effectively and courteously in all aspects of the position
- Ability to respond quickly to emergency situations
- Available to work flexible hours including days, evenings, weekends, and holidays
- Submit or agree to a Vulnerable Sector Criminal Record Check

Applications must be submitted to: HR@Erin.ca by 4:00pm on Monday, November 2, 2020, to be considered.

Hiring will be subject to the successful passing of a Criminal Reference check and verification of education and required certifications. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act
