



Role: Facility Attendant

Type: Part Time (\$15.30/hour, approximately 10-15 hours a week)

Qualifications/Eligibility

- Must be 16 years of age or older
- Must be able to lift up to 50lbs
- Smart Choices Responsible Service certificate considered an asset (must be 18; can be completed once hired)

Overall Objective: to provide services to the club, to engage with its users, and to supervise the club to ensure the safety of children and adults who use it.

Duties

- Oversee the operation of the club in the hours assigned (including evenings during the week and weekends).
- Maintain security of the facility by locking and alarming the building as needed.
- Manage the canteen, including providing customer service, maintaining supplies, and controlling the cash. Do a reconciliation of the cash at the end of the shift.
- Keep track of supplies for the canteen and notify the supervisor if an order is required.
- Perform regular checks of facility spaces.
- Perform basic cleaning of the facility as needed.
- Oversee activities and ensure that users of the club are following the code of conduct.
- Keep track of all rentals or events on your shift and assist them as required.
- Set up for rentals or events, and take down after events as required.
- Receive supplies for the club. Check to ensure items received as per invoice. Put away supplies.
- Answer the telephone during working hours. Answer questions from the public. Take detailed messages and notify GM of any urgent messages.
- If a facility booking is requested, provide number or detailed notes for GM.
- Notify GM immediately of any unsafe condition related to the buildings or the grounds.
- Other duties as assigned.

It is essential that all staff at the club are helpful to users and respectful. Excellent customer service, punctuality, and responsibility is expected.

Applications can be sent to gm@riverviewcc.ca, and will be accepted until the position is filled.