

Job Title: Facility Attendant

Type: Part Time (approximately 10 hours a week)



Qualifications/Eligibility

- Must be 18 years of age
- Smart Choices Responsible Service certificate (can be completed once hired)

Overall Objective: to provide services to the club, to engage with its users, and 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 (evenings and weekends)
- Maintain security of facility by securing all unused spaces, locking and alarming building as needed
- Managing club programs and rentals or events during your shift ensuring you assist users as needed
- Set up for rentals or events, and take down after events as required
- Perform regular checks of facility spaces
- Maintain the cleanliness of the club throughout your shift
- Manage the canteen, including providing customer service, maintaining supplies, and controlling the cash. Complete a reconciliation of the cash at the end of the shift
- Oversee general club users and ensure that the space and users are being respected
- 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

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

Potential for additional program experience opportunities