

## Role: Facility Attendant

**Type: Part Time (approximately 30-35 hours a week)**

**Start date: Approximately June 1st**

**End date: Approximately August 31st**



### Qualifications/Eligibility

- Must be 16-24 years of age
- Must be a student
- Learners permit considered an asset
- Smart Choices Responsible Service certificate (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 day times and evenings, weekdays, and weekends)
- Maintain security of facility by locking and alarming 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 as required by the supervisor.
- Keep track of supplies for canteen and notify supervisor if an order is required
- Perform regular checks of facility spaces
- Perform basic cleaning of facility as needed
- Oversee activities and ensure that users of the Club are following the code of conduct
- Encourage the use of games with children. Let children know about the games and use system to get games returned intact. Make sure there are supplies for ping pong, air hockey, etc.
- Maintain the cleanliness of the club by cleaning up all areas
- 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 or check and respond to messages if working outside. 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
- Enforce any present health protocols

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

**Applications can be sent to [janice@riverviewcc.ca](mailto:janice@riverviewcc.ca), and will be accepted till end of the day June 5th.**