



is currently accepting applications for

Part-time Facility Attendant

The Township of Guelph/Eramosa is located at the south end of Wellington County, surrounding the City of Guelph and is a vibrant rural and small urban municipality.

The Township is currently accepting applications for the position of Part-time Facility Attendant at the Royal Distributing Athletic Performance Centre, 7384 Wellington Rd. 30, Guelph. **We are looking to immediately fill this part-time position.**

Reporting to the Facility Coordinator, the primary duties of this position are to promptly answer incoming telephone calls, greet visitors to the Centre, provide general information about membership services, process payments and open and close the facility as required. In addition, the Facility Attendant is responsible for the maintenance and janitorial needs of the facility, including the cleaning of change room and washroom facilities, litter removal and minor maintenance as required.

The successful candidates will have excellent customer service, communication and organizational skills as well as a strong mechanical aptitude. Proficiency in Microsoft Office is a requirement for the position. This position consists of evening and weekend shifts.

Own transportation is required as this location is not accessible by public transit.

The salary range for this position is \$13.50 - \$15.30 hourly.

How to Apply: Send your cover letter and resume by email to humanresources@get.on.ca or by mail/in person to 8348 Wellington Rd 124, Rockwood, ON, N0B 2K0.

**Applicants are invited to submit the required information,
no later than 12:00 p.m., Tuesday November 1, 2016.**

*The Township of Guelph/Eramosa is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.
We thank all applicants, but only candidates selected for an interview will be contacted.*

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.