



EMPLOYMENT OPPORTUNITY

The Corporation of the Township of Guelph/Eramosa

FACILITY ATTENDANT – PART-TIME

The Township of Guelph/Eramosa is located at the south end of Wellington County, surrounding the City of Guelph and is a rural and small urban municipality with a population of 12,066.

The Township is currently seeking applications for the position of Part-time and Casual Part Time **Facility Attendants** for the **Royal Distributing Athletic Performance Centre**.

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 well as a strong mechanical aptitude. Proficiency in Microsoft Office is a requirement for the position. This position consists primarily of evening and weekend shifts.

The salary range for this position is \$12.07 to \$13.72.

How to Apply

An Application Form and detailed job description can be obtained from our web site at www.get.on.ca/employment.aspx from our municipal office, or by e-mail at: humanresources@get.on.ca Qualified applicants are invited to submit the **required** Application Form and a detailed Resume, clearly marked "Confidential", not later than **4:30 p.m., Friday, August 27, 2010**, by e-mail or mail to the address below.

Human Resources
Township of Guelph/Eramosa
P.O. Box 700
8348 Wellington Road 124 (at Brucedale)
Rockwood, ON N0B 2K0

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.