

JOB SUMMARY:

Responsible for the day to day operation and janitorial duties of a multi-use recreational facility, the preparation for sporting rentals and customer service.

STATUS:

Regular Part-time

HOURS:

Varied hours seasonally – Exclusively evenings and weekends.

IMMEDIATE SUPERVISOR:

Facility Coordinator

TITLE OF POSITIONS REPORTING TO THIS POSTION:

None

KEY DUTIES & RESPONSIBILITIES:

- a) Ensures facility is opened and closed at the scheduled times, including performing a complete and thorough lock up and activation of facility alarm system.
- b) Perform necessary janitorial duties as required, including but not limited to: maintenance and cleaning of change rooms, showers, lobby, bathrooms, hallways and observation areas.
- c) Maintains facility grounds including litter removal.
- d) Responds to customer needs in a courteous an efficient manner either in person or on the phone.
- e) Provides information regarding membership services and fees.
- f) Accepts and processes payments via cash or electronic point of sale systems.
- g) Performs accurate balancing and closing of cash tills daily and prepares bank deposits.
- h) Uses excellent interpersonal skills to ensure the orderly conduct of patrons using the recreation facilities.
- i) Other duties as assigned

EDUCATIONAL REQUIREMENTS:

- a) Ontario Secondary School Diploma or equivalency

QUALIFICATIONS:

- a) Possesses excellent problem solving skills
- b) Proficient time management skills and flexibility in adjusting between a variety of duties
- c) Exceptional customer service skills for dealing with members of the public
- d) Experience in a facility maintenance environment
- e) Valid emergency First aid and/or CPR/AED certificate an asset
- f) WHMIS training an asset
- g) Previous cash handling and customer service experience an asset
- h) Strong computer skills with a working knowledge of software including Microsoft Office and the ability to quickly learn new software.

EQUIPMENT, MACHINES AND TOOLS USED:

- Office equipment
- Light janitorial equipment
- Personal protective equipment

EFFORT AND WORKING CONDITIONS:

- This position primarily works alone without supervision.
- Flexible working hours – exclusively evening and weekend shifts.
- Involves mental and visual concentration.
- Job requires medium physical exertion.

Approved by:

By: 
CAO

On: **September 16, 2020**

*Created - August, 2010
Updated - August, 2014
Updated - April, 2019
Updated - September, 2020*