

**EXTERNAL JOB OPPORTUNITY**

<b>POSITION:</b>	<b>FACILITY ATTENDANT</b>	<b>JOB POSTING #:</b>	<b>2018-0371</b>
<b>POSTING PERIOD:</b>	<b>Tuesday, November 6, 2018 at 8:30 a.m. to Monday, November 4, 2019 at 4:30 p.m.</b>		
<b>DEPARTMENT:</b>	Recreation & Culture	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	REC029
<b>POSITION STATUS:</b>	Temporary Part-Time Recreational	<b>GRADE/CLASS:</b>	003 – Salary Schedule – E1
<b># OF POSITIONS:</b>	Various	<b>RATE OF PAY:</b>	\$16.57 to \$19.00 per hour (2018 Rate)
<b>POSITION #:</b>	Not Applicable.	<b>SHIFT WORK REQ'D:</b>	Yes
<b>HOURS OF WORK:</b>	Varied		

**DUTIES:**

Under the direction of the Assistant Manager WIATC/Adventure Bay and Recreation Business Development or Supervisor of Community Programming or designate as appropriate, will assist in the day-to-day operations of the facility, Will be responsible to monitor the office and building, handle registrations and rental including alcohol rentals, inquiries and overall building operations; responsible to process cash and financial instruments on a daily basis. Will monitor the building seasonally for operations, e.g. snow shovelling, etc. Ensure a safe and clean environment and performs required duties including maintenance of washrooms, all program rooms, hallways and lobby. Will be responsible to set up and take down of programme and/or rental equipment. Handle immediate first aid or emergency situations and inform Supervisor immediately of any serious incidents (incident report). Will schedule staff in emergency situations as required. Will be responsible for safety and security of building, equipment, staff and customers while on duty. Maintain excellent customer service and public relations at all times. Handle minor staff issues and inform Supervisor of any staff issues. Perform Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Perform general office duties and any other duties as assigned.

**QUALIFICATIONS:**

- Must be a minimum of 16 years of age at time of employment;
- Must have completed an Ontario Secondary School Grade 10 education or Ontario Ministry of Education equivalency;
- Must have up to (3) months experience in a recreation/cultural setting;
- Must hold and maintain a current Standard First Aid, CPR Basic Rescuer (Level C) and Automated External Defibrillator A.E.D. certificate(s) for the full term of employment.
- Must be available to work weekends, evenings, and statutory holidays if required.
- Previous customer service training considered an asset.
- Smart Serve training considered an asset.
- Experience working with computer programs such as MS WORD, EXCEL, POWERPOINT, and [ActiveNet](#) will be considered an asset.

**CONTINUED...**

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**HOW TO APPLY:**

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- Applicants who do not have access to a computer must attend the City of Windsor's Human Resources Department, located at 400 City Hall Square East, 4<sup>th</sup> Floor, Suite 408, to complete a paper copy of the application.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.  
To apply for this position, click [APPLY NOW](#)

**NOTE:**

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

**In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.**