

EXTERNAL JOB OPPORTUNITY

POSITION:	FACILITY ATTENDANT	JOB POSTING #:	2021-0234
POSTING PERIOD:	Friday, July 30, 2021 at 8:30 a.m. to Friday, July 29, 2022 at 4:30 p.m.		
DEPARTMENT:	Recreation & Culture	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	REC029
POSITION STATUS:	Temporary Part-Time Recreational	GRADE/CLASS:	003 – Salary Schedule – E1
# OF POSITIONS:	Various	RATE OF PAY:	\$17.20 to \$19.72 per hour. (2021 Rate)
POSITION #:	Not Applicable.	SHIFT WORK REQ'D:	Yes
HOURS OF WORK:	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. Responsible for monitoring the facility, completing program registrations and booking rentals (including alcohol rentals), responding to general inquiries and assisting with overall building operations; responsible for completing financial transactions and following cash handling procedures on a daily basis. Will monitor the building seasonally for operations, e.g. snow shovelling, etc. Ensure a safe and clean environment and perform required duties including maintenance of washrooms, all program rooms, hallways and lobby. Will be responsible for set up and take down of program and rental equipment. Provide first aid and respond to emergency situations. Inform Supervisor immediately of any serious incidents and complete incident reports, as required. Schedule staff in emergency situations as required. –Responsible for safety and security of building, equipment, staff and customers while on duty. Maintain excellent customer service and public relations at all times. Respond to 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 by date of hire and maintain a current valid Standard First Aid and CPR Basic Rescuer (Level C) and Automated External Defibrillator (A.E.D.) certificate(s) obtained from a first aid WSIA Reg. 1101 training provider recognized by the Workplace Safety and Insurance Board (WSIB) for the full period 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.

Note:
Resumes may be maintained on file for future hiring's for a period of up to (1) one year from the closing date.

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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.
- If you require assistance to apply online, please contact recruitment@citywindsor.ca or call (519) 255-6515.
- 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.