



# FORT GARRY COMMUNITY CENTRE

## FACILITY ATTENDANT Job Description – October 2015

### *POSITION SUMMARY*

- Facility Attendant is part of a team committed to providing exceptional service and maintaining the facilities/grounds at the highest quality.
- Oversees use of facilities and grounds and supervises users and equipment
- Responsibilities require shifts covering morning, afternoon and evening hours, weekdays and weekends
- Work requires initiative and judgment and involves considerable verbal skills for dealing with the public
- Ability and knowledge to relate program and facility usage information to the public
- Light physical work required such as lifting and setting up tables and chairs, mopping floors, emptying garbage and recycle bins, etc.

### *SKILL REQUIRMENTS*

- Analytical and problem solving
- Decision making
- Effective verbal and listening communication
- Time management
- Ability to complete routine maintenance of facilities, grounds and equipment.
- Ability to work within a team environment and with minimal supervision; take initiative

### *RESPONSIBILITIES*

- Supervise users to ensure the facilities, equipment and supplies are used in a safe, responsible manner; address personal actions that are considered inappropriate as per set policies
- Effectively communicate program and facility information to the public
- Respond to the needs of various users and groups
- Perform opening and closing procedures as required
- Accept user complaints and forward to the Site Manager
- Perform custodial responsibilities and miscellaneous job-related duties as instructed
- Coordinate and assist with facility setup and takedown as instructed
- Ensure the Centre's assets are adequately safeguarded from loss
- Report records of maintenance as instructed
- Report all safety issues, and damages to property and equipment to the Facility Coordinator

### *EXPECTATIONS*

- Provide own transportation for prompt travel between the Centre's two sites, when required
- Provide office coverage as required in the absence of the Facility Coordinator
- Because of the changing nature of work and work to be done, the job description indicates the general nature and level of work expected. The Facility Attendant may be asked to perform other duties as required.