

POSITION TITLE	Assistant Facility Attendant (Part Time Position)
DEPARTMENT	Corporate Services Recreation, Vale Health and Wellness Centre
SUMMARY OF DUTIES	Responsible for supporting the full-time facility attendants during peak usage in the facility. Cleaning and maintaining key areas of the Vale Health & Wellness Centre. Providing safety monitoring of identified public arena programming, as well as cash handling and payment processing for public arena programs.
SUPERVISED BY	Direct: Recreation Supervisor Indirect: Full-time Facility Attendants
EDUCATION	Ontario Secondary School Diploma or equivalent.
EXPERIENCE	Minimum of 6 months' experience in cleaning and building operations. Ability to skate and handle cash is an asset.
MAJOR RESPONSIBILITIES	(The following sets out the principle functions of the position and shall not be considered as a detailed description of all work requirements).

Facility Attendant Support/Cleaning

- Ensuring that the facility and grounds are safe, neat and clean for public usage, including the walking track, bathrooms, floors and public seating area.
- Clean and sanitize using the appropriate procedures.
- Removal of garbage.
- Performing snow removal, de-icing and the removal of debris from the walkways and entrances.
- Moving equipment, supplies and tools on an as needed basis.
- Work safely while providing the necessary cleaning services.
- Small maintenance jobs as required, such as painting of the facilities.
- Filling out any necessary forms or paperwork.
- Other related duties as directed.

Programs & Services

- On-ice skate monitoring during key public programs to ensure participant safety and adherence to rules & regulations

- Cash handling and till balancing as related to payments for public programming
- Providing exceptional customer service and information on facility programs/services

Material Resources

Regular handling and usage of various cleaning products, PPE usage where required. Regular use of hand operated tools, such as brooms, shovels, etc. Operation of some industrial equipment, as required, such as floor cleaning equipment. Usage de-icing products in the winter months.

SKILL AND EFFORT

Knowledge

Considerable knowledge in the use of cleaning products. An understanding and familiarity with building operations. Familiarity with cleaning equipment and the ability to use such equipment efficiently. Attention to detail. The ability to take direction. Basic reading, writing and comprehension.

Physical Skill and Effort

The ability to utilize the tools provided in the removal of snow, which requires some physical effort. Standing or walking often. Pushing, lifting or moving equipment, supplies or tools of considerable weight.

Interpersonal Skills/Contacts

Internal: Working cohesively and courteously with co-workers on a regular basis.

External: Customer service skills are required as there will be considerable contact with the public. The ability to treat the public courteously and provide exceptional customer service.

WORKING CONDITIONS

Environment

Working in a public facility, temperature controlled indoors. Some outdoor work is required. Exposure to cleaning products which may require personal protective equipment. Some physical labour and lifting is required.

Control over Work Schedule

A maximum requirement of 24 hours a week, in a 7-day week, operations include evenings, weekends, and holidays. Occasional call in required. Scheduling is completed by supervisor.

Reporting Structure

All Assistant Facility Attendants will report directly to the Recreation Supervisor or designate for all aspects of job functions. In the absence of the Recreation Supervisor during scheduled shifts, Assistant Facility Attendants will report to the full-time Facility Attendants while reporting for duty.