



Town of South Bruce Peninsula

Facility Attendant

Position Description

Reports to: Facilities Coordinator Status: Contract
Last Revised: September 9, 2021, Hours: up to 44 per week

Summary of Duties

Reporting to the Facilities Coordinator, the Facility Attendant responsibilities include opening and closing of facilities, conducting contact tracing, ensuring capacity limits are adhered to, assisting with rental needs and requirements as directed, snow removal, light cleaning and program facilitation.

Qualifications

- Must have a minimum Ontario G2 Driver's License with a clear driving record.
- Ability to work evenings, weekends, and weekdays.
- Ability to work safely and in accordance with the Occupational Health & Safety Act.
- Excellent customer service skills.
- Able to complete indoor and outdoor duties for minimum 8 hours a day and lift up to 40 lbs.
- Previous experience in customer service is required.
- Ability to understand and execute detailed written and oral instructions.

Responsibilities:

- Opening and closing of facilities in South Bruce Peninsula
- Conduct contact tracing for rentals and programs utilizing Town facilities
- Ensure capacity limits are adhered to.
- Conduct Covid-19 Vaccine screening or any other screening measures mandated by Public Health
- Snow removal when required
- Problem-solving and critical thinking relating to complaints and observed problems.
- Provision of customer service, customer liaison relating to operation of public spaces. Address questions, concerns, complaints, and suggestions from the public and other stakeholders
- Coordinating regular maintenance and upkeep of facilities in South Bruce Peninsula as directed
- Performs other duties as assigned.

Working Conditions

- Deals with a high volume of varied tasks; constant changes of priority.
- Constant attention to customer service demeanor required
- High level of initiative required.
- Weekdays, weekends, evening and shift work required
- Can work outdoors being exposed to extreme environmental conditions
- Ability to perform strenuous physical tasks when necessary.