



## EMPLOYMENT OPPORTUNITY

The Town of Pelham Recreation, Culture and Wellness department is now accepting applications for the following position:

### **Part-time Facilities Support Staff**

Reporting to the Supervisor of Recreation Facilities, the Facilities Support staff provides assistance with all activities related to the operation, maintenance and cleaning of the Meridian Community Centre, Old Pelham Town Hall, sports fields and the pool. The Facilities Support staff provides exceptional customer service to all users and ensures these facilities are safe and clean.

Duties include:

- Assist with preparation and set up of events including indoor programming, meetings, and outdoor seasonal events, ensuring set up is acceptable and cleanliness is satisfactory
- Assist in the maintenance of the arena ice surface and in the cleanliness of the Meridian Community Centre
- Provide assistance and general information to guests
- Maintain inventory and stock areas
- Inspect and clean washrooms and the general area throughout duration of events to ensure tidiness
- Provide a constant presence inside and outside the rink area to deter any disruptive conduct and will assist with crowd control and provide general customer service. Monitor behavior of guests and report suspicious or unruly behaviour
- Tear down after events and cleaning as required
- Other duties as assigned

Qualifications:

- Strong interpersonal skills; capable of working with a diverse staff to achieve desired results professionally and efficiently.
- Valid G Driver's License
- Excellent customer service
- Ability to work extended hours in a physically demanding position and the ability to lift 50 pounds
- Smart Serve Certification is preferred

Salary: \$20.44 - \$22.61 per hour (Part-time). Must be available to work all shifts, including evenings, weekends and some statutory holidays.

Resumes must be submitted directly to Brianna Langohr, Manager of People Services at [hr@pelham.ca](mailto:hr@pelham.ca). This job posting will remain active until the position is filled.

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 345. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.