



## EMPLOYMENT OPPORTUNITIES

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

### **Permanent Part-time Facility Support Staff**

Reporting to the Facilities Supervisor, the Facility Support staff provides support with all facility activities including preparation and set up, tear down and clean up, and the overall enhancement of guests' experience through exceptional customer service.

#### **Duties include:**

- Assisting with preparation and set up of events including indoor programming, meetings, and outdoor seasonal events, ensuring set up is acceptable and cleanliness is satisfactory
- Assisting in the maintenance of the arena ice surface and in the cleanliness of the Meridian Community Centre
- Providing assistance and general information to guests
- Maintaining inventory and stock areas
- Inspecting and cleaning washrooms and the general area throughout duration of events to ensure tidiness
- Being 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. Monitoring behavior of guests and reporting suspicious or unruly behaviour
- Tear down 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.
- Excellent customer service
- Ability to work extended hours in a physically demanding position and the ability to lift 50 pounds
- Smart Serve Certified preferred

Salary: \$18.77/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, Human Resources and Health and Safety Coordinator at [hr@pelham.ca](mailto:hr@pelham.ca) by **9:00am on October 16, 2020.**

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. 315. 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.