



## Job Description

**Job Title:** Facility Attendant (Casual)

**Job Summary:** Facility Attendants provides renters access to the rental spaces, and ensure their experience using the space goes smoothly. They ensure the maintenance, safety, and cleanliness issues are addressed while they are on site. Facility Attendants must be able to work at either of our two locations: Saanich Neighbourhood Place (3100 Tillicum Rd.) and Royal Oak Neighbourhood House (4525 West Saanich Rd.)

**Reports to:** Community Engagement Coordinator

### Requirements

- Criminal Record Check
- Current First Aid Certificate

### Key Duties and Responsibilities

- Responsible for arriving on time and unlocking doors for renters
- Provide excellent customer service by answering questions, assisting renters to access the facility and problem solving
- Help renters access tables, chairs, designated toys, and dishes
- Ensure the renters respect the rental agreement and leave the space clean and tidy
- Available to assist in case of emergencies, being aware of emergency procedures for the centre
- Perform light cleaning duties (sweeping, mopping, vacuuming, wiping down counters & toilet)
- Follow closing duties and lock-up the centre
- Complete other assigned tasks as assigned

### Skills & Abilities

- Experience with customer service
- Ability to work independently and unsupervised
- Ability to problem solve and deal with incidents
- Excellent communication skills with children, families, and community members
- Punctuality
- Capacity to perform light cleaning duties
- Ability to lift up to 50lbs

### Schedule

- Facility rentals are booked Weekends 8:00am-9:30pm, and sometimes weekdays, 4:30-9:30 pm.
- As we receive request for bookings, Attendants will be contacted via email informing them of their upcoming shifts. Attendants must respond in a timely manner to secure shifts.

**Compensation:** \$14.72 per hour

**Start Date:** As soon as possible

**How to Apply:** Only applicants interested in both positions will be considered. Email your cover letter and resume to Beatrice Toner, Community Engagement Coordinator: [beatrice@snplace.org](mailto:beatrice@snplace.org). We will be accepting application until positions are filled.