



Job Description

Working Title:	FACILITY ATTENDANT
Position Type:	CASUAL
FTE (ie: 1.0, 0.5):	CASUAL
Classification:	Choose an item.
Division:	PROGRAMS AND SERVICES
Department:	COMMUNITY AND PROTECTIVE SERVICES
Reports To:	FACILITY PROGRAMMING COORDINATOR
<input type="checkbox"/>	New Position
<input checked="" type="checkbox"/>	Update of current position
<input type="checkbox"/>	Significant changes (at least 50% of job has changed) – Job Evaluation required

SECTION 1: PURPOSE OF POSITION

Working out of Heritage Park, the Facility Attendant performs duties under the guidance of the Facility Programming Coordinator to ensure the success of events or activities taking place on site.

SECTION 2: KEY RESPONSIBILITIES

Time Percentage	Key Responsibility
70%	<p>Performs janitorial and cleaning services such as:</p> <ul style="list-style-type: none"> Floor Cleaning – sweeping, mopping, vacuuming Large floor area cleaning using floor cleaning equipment Cleaning mirrors and windows Removing waste/ collecting recyclables Replenishing paper products Cleaning and sanitizing washrooms Cleaning and sanitizing kitchen and kitchen equipment
15%	<p>Set up and take down of event bookings including:</p> <ul style="list-style-type: none"> Set up and take down of tables/chairs, stages, pipe/drape, linens Set up and monitor AV equipment throughout event/booking
10%	<p>Performs basic maintenance tasks such as:</p> <ul style="list-style-type: none"> Changing light bulbs Spot painting and Small repairs Operating hand and small power tools as required



5%	<ul style="list-style-type: none"> Provides exceptional customer service while maintaining a professional appearance in designated attire Performs all other reasonable duties as assigned in a safe and efficient manner.
----	--

SECTION 3: SUPERVISION OF OTHERS

Position Title	Direct	General
N/A	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 4: QUALIFICATIONS

Level of education and experience required:
<ul style="list-style-type: none"> High School Diploma (preferred) Minimum of 18 years old.

Required designations, licenses, Certificates required:
N/A

Required Knowledge, Skills, and Abilities:
<ul style="list-style-type: none"> Ability to work independently and follow through on tasks with minimal direction. Ability to work alone in the building. Comfortable working a variety of events and activities. (Trade shows, funerals, weddings). Ability to establish and maintain cooperative working relationships with a diverse group of co-workers, event hosts, and the public while ensuring facility regulations are followed. Ability to adapt to varying workloads. Ability to work and stand for extended periods of time. Ability to operate a variety of handheld and mechanical equipment including the ability to repetitively lift heavy objects. (Minimum of 10 pounds). Ability to recognize and rectify and/or report potential safety hazards. Ability to understand verbal and written instructions in English and complete required forms. Must be available weekends, holidays, and nights as this forms the majority of work time required. Work schedule is flexible and dependent on scheduled events/bookings and/or facility needs. PPE will be required to perform the duties of this position.

Software/Technology
N/A

PHYSICAL EFFORT

<input type="checkbox"/>	Routine office environment. Limited physical effort. A variety of typical office requirements such as sitting, standing and walking. Limited physical effort. Limited intense visual concentration is required. Infrequent physical effort (lifting, bending, etc); Infrequent peaks of concentration are necessary for short periods from time to time (e.g. several minutes up to half an hour) Interruptions or distractions occur occasionally, but do not interfere with completion of quality of work as the nature of the work is highly repetitive and routine
<input checked="" type="checkbox"/>	Moderate physical effort, requires occasional lifting, bending, standing, climbing ladders, etc. Requires extended periods of standing or moving. Manual dexterity can include handling of items or tools of various sizes, sorting or manipulating small parts or materials or tools, where the pace of work can largely be controlled. Intense visual concentration is greater than 50% of the time. Moderate peaks of concentration (e.g. up to half day) are a typical, with some ability to control this by taking breaks from the task.

	Interruptions or distractions occur frequently and sometimes interfere with output quality or timeliness. Time pressures with the job are noticeable but are not frequent or significant. May perform a moderate level of heavy physical activities (pulling, lifting, pushing heavy or awkward objects, etc). May require some specialized training and/or use of safety equipment.
<input type="checkbox"/>	Regular, frequent or sustained and considerable physical effort is required with limited opportunities to rest except at scheduled breaks. May require a degree of major physical effort over an extended period of time. Requires frequent or regular considerable moving, standing or heavy physical activities (e.g. lifting, moving, or pulling heavy awkward objects on a regular basis). Typically requires some specialized training (certifications, etc) and/or use of safety equipment. May also require personal protective equipment. Regular, frequent or sustained, and substantial peaks of concentration are a typical throughout the day. It may not be possible to take breaks from tasks due to time pressures and deadlines that often oblige continuation until task completed. Interruptions and distractions occur frequently, and often to significantly interfere with the ability to complete the task correctly/in timely manner and consistently.
WORK ENVIRONMENT	
<input type="checkbox"/>	Routine office environment. Limited exposure to disagreeable aspects such as noise, heat/cold, dust, fumes, etc
<input checked="" type="checkbox"/>	Moderate exposure to disagreeable aspects of the work environment. The job may require occasional exposure, but is limited in terms of frequency, severity, and/or duration. May require some specialized training, and/or use of safety equipment.
<input type="checkbox"/>	Considerable, frequent or ongoing exposure to disagreeable aspects of the work environment. The job requires regular exposure in terms of frequency, severity, and/or duration. Typically requires some specialized training (certifications, etc), and/or use of safety equipment. May also require personal protective equipment.