

## **Facility Personnel (Part-time)**

### **Description:**

The Facility Personnel are responsible for the day-to-day security and enforcement of the rules and regulations for the McKenzie Towne Hall and other areas under the umbrella of McKenzie Towne Council.

### **Reporting:**

The Facility Personnel report directly to the Facilities Coordinator and are responsible for the areas outlined herein, and sundry duties as assigned.

### **Duties:**

Without limiting the generality of the foregoing, the Facility Personnel are responsible for performing the following tasks:

- Ensure all persons entering the Towne Hall or grounds have a valid resident card or are signed in by a member in good standing
- Complete the appropriate forms in regards to facility and grounds usage, rentals and guest sign in
- Enforce all McKenzie Towne Hall rules and regulations
- Provide friendly and courteous customer service and information. Support staff for rentals and program users
- Set up and take down of tables and chairs for rentals and events
- Assist with the clean-up of programs, rentals and special events. Show facility to customers
- Opening and Closing of the Towne Hall as required
- Ensure that the Towne Hall is secured at closing, (i.e. all doors locked and building alarm set)
- Ensure that the Towne Hall is kept clean and maintained (washrooms, hallways, kitchen, gym, garbage, recycling, minor snow removal/salting/sanding steps on parking lot side of facility), etc.
- Supports all administrative staff in the offices as required

### **Qualifications:**

- Possess a general knowledge of office administrative/clerical functions
- Time management skills and ability to handle multiple priorities/tasks
- Exceptional customer service, communication and problem solving skills
- The ability to work flexible hours in a fast-paced team oriented environment
- Previous computer and cash handling experience
- Be physically fit and able to lift at least 40 lbs
- Experience working in customer service, community recreation or hospitality is an asset
- Bondable
- Standard CPR and First Aid Training would be an asset

*Please forward a cover letter and resume to [frontdesk@mtcouncil.com](mailto:frontdesk@mtcouncil.com) Only those selected for an interview will be contacted.*