



## **Town of Penhold – Facility Attendant Casual Employment Opportunity**

The Town of Penhold is seeking an individual for a casual position of Facility Attendant for the Town of Penhold Multiplex, reporting to the Facility Manager.

### **General Description:**

The Facility Attendant is responsible for a wide variety of tasks, including customer service, as well as being present in the facility during functions to offer assistance to the user groups and maintain cleanliness in the facility. This position will require day, evening and weekend shifts.

### **Responsibilities:**

- Ensure the facility is prepared for scheduled programming;
- Provide ongoing cleanliness of the facility and ensure that washrooms have an adequate stock of products;
- Supervise facility functions, being available to user groups should they need assistance or have questions or concerns regarding the facility;
- Supervise the conduct of patrons and enforce rules and regulations;
- Record keeping as required;
- Assist Facility Operator as required;
- Other Duties as required

### **The ideal candidate will possess the following qualifications:**

- Experience with customer service
- Must be able to work with minimal supervision
- High School Diploma or GED required
- Clear Criminal Record Check

The starting wage for this position is \$22.62/hr. Expected start date for this position is as soon as possible. Evening & weekend work will be a requirement of this position.

### **Submit resumes by e-mail to:**

Attention: Karen Sawicki, Human Resources Manager

E-mail: [ksawicki@townofpenhold.ca](mailto:ksawicki@townofpenhold.ca)

The closing date for this position is until a suitable candidate is found.

**Only those candidates selected for an interview will be contacted.**