

FACILITY ATTENDANT
Recreation and Facility Operations Divisions

DEFINITION

Under the general direction of a Centre Manager or designated Supervisor, the Facility Attendant will monitor the level of security and safety of the public in their use of a facility. The Facility Attendant will also provide support in emergency situations and assist front-line staff in situations of a difficult nature. The incumbent will exercise some independent judgement in carrying out his/her job responsibilities and will also exercise initiative and action which are in the best interest of the facility and the Municipality.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:

- Reviews facility bookings and special events to ensure full knowledge and awareness of event details.
- Assists instructors and other facility staff in the opening and closing of the facility; assists in the preparation and clean-up of room and equipment necessary for program instruction and other functions.
- Monitors the general cleanliness and safety of the facility and coordinates response to dangerous situations, including notifying the appropriate authorities.
- Assists in any emergency situation.
- Maintains positive relations with the public and user groups.
- Completes status report at end of each shift.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:

- Enthusiasm, energy, interpersonal and organizational skills necessary to maintain a positive working environment.
- Working knowledge of facility policies and procedures including emergency systems and procedures.
- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements):
 - Adaptability - willingness to be flexible in a changing work environment
 - Relationship Building - establishes and maintains respectful and cooperative working relationships.
 - Effective Communications - communicates effectively with others.
 - Problem Solving - recognizes and acts to resolve problems.
 - Customer Focus - provides excellent service to both internal and external customers.

REQUIREMENTS:

- Completion of Grade 10.
- Three months' experience working in a public service capacity in a recreation facility.
- Employment is subject to provision of a satisfactory Police Information Check with Vulnerable Sector (PIC-VS) check no older than 6 months. Renewal of PIC-VS is required as per policy.
- Emergency First-Aid and CPR C, as required.

STANDARDS:

- Support and uphold the established policies and objectives of the Municipality and the division in all areas of activity.
- Will not release or discuss non-routine municipal and departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.