

## **Operations Attendant (Landscaper)**

### ***Summer Student Position – 8 Week Contract***

#### **Description:**

Reporting to the Operations Supervisor and Guest Services Supervisor, the Operations Attendant is responsible for assisting in the maintenance of the premises as well as event execution. The position will also perform a variety of hands-on work such as equipment set up, take down duties for special events booked at the facility by working closely with the entire team.

#### **Employment Terms & Perks:**

- Starting wage range of \$16.00 - \$17.00/ hour depending on experience and performance.
- Full Time: 32-40 hours per week (some weeknight and weekend work may be required)
- Free NECCS Family Facility Pass
- Free on-site parking and close to C-Train
- This position is temporary full-time for the duration of 8 weeks from the beginning of employment.
- Must be between 15 and 30 years of age at the beginning of the employment period.
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

#### **Facility Maintenance**

- Perform all maintenance duties related to the facility.
- Responsible for ensuring the cleanliness of the facility.
- Replenishing washroom supplies, trash removal, sweeping, vacuuming, mopping and buffing floors, cleaning windows, walls, light fixtures and dusting.
- Maintain outside property including waste removal, snow removal, shrub bed maintenance, landscaping and cutting and trimming grass areas.
- A thorough understanding of various aspects of the business including strong knowledge of the facility layout, public and special event schedule, and emergency procedures.
- Assist in the set up and take down of tables, chairs, sporting and other facility equipment in preparation for meetings, sporting or special events in a timely manner.
- During some events, assist in managing the parking lot to ensure proper utilization and capacity maintenance.
- Assist the team in the handling of emergency situations – as directed by the on-site

supervisor.

*Other duties as required.*

**Mission, Vision and Values:**

**Our Mission:** A hub for the community bridging people in shared celebration, learning and play.

**Our Vision:** An inspired community.

**Our Values:** At Genesis Centre we are Impactful, Inviting, Committed, Visionary and Resilient.

- **Impactful:** We provide an experience that nurtures and enhances the lives of those around us.
- **Inviting:** We serve people of all abilities, faiths, ages, identities, orientations and backgrounds who will be respected and welcomed.
- **Committed:** We dedicate ourselves to operating in an open, consistent, and responsible manner.
- **Visionary:** We dream, anticipate and collaborate with the community to bridge present work to future needs.
- **Resilient:** We learn, adapt and focus on community goals and will not be derailed by challenges.

**Skills and Abilities:**

- Custodial, groundskeeping or maintenance experience preferred.
- Ability to work in various weather conditions.
- Experience in working in a Recreational or school environments preferred.
- Able to perform physical requirements of the job including walking, lifting (up to 50lbs), standing for extended periods of time and performing repetitive tasks.
- Must possess excellent customer service skills and ability to communicate fluently in English. Multilingualism would be considered an asset.
- Aptitude for operating equipment efficiently and safely.
- Keen awareness for safety and security. WHMIS and safe lifting training would be considered assets.
- Experience and knowledge of Intelligenz (recreation facility management software) or similar software is an asset.
- Standard First Aid/ CPR certification and Police Background Check required prior to employment.

The above role responsibilities and information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.