

**Cavan Monaghan
Job Description**

Position: Part Time Attendant

Reports to: Parks and Facilities Manager

This Job Description is: Revised October 2015

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Job Summary:

The Attendant will be required to assist with maintaining parks and operating facilities when required. In addition, the Attendant will be required to attend mandatory staff meetings and follow all related policies and procedures and the Collective Agreement (CUPE).

Duties and Responsibilities:

1. Responsible to ensure cleaning and maintenance of facilities is performed on a regular basis.
2. Required to be a point of contact for the public and should relay messages to the Operator/Manager/Director.
3. May be required to open and/or close Township facilities as directed.
4. May be required to act as "Skate Patrol" as directed.
5. May be required to assist with facility and property rentals as directed.
6. May be required to assist with special events as directed.
7. May be required to assist with maintenance and care of green spaces and parks as directed.
8. May be required to assist with maintenance and care of the Millbrook Valley Trails System as directed.
9. Additional duties as directed.

Communication:

Internal

1. Communicating with Operator on duty.
2. Communicating with Manager/Director.

3. Communicating with user groups/patrons.

External

1. Communicating with individuals, groups and organizations, to facilitate the successful operation of the department.
2. Communicating with the general public to ensure a high degree of public relations and customer service.

Job Knowledge:

1. Proven ability to communicate effectively with municipal staff and public.
2. Strong organizational and time management skills.
3. Ability to support maintenance procedures.
4. Strong multitasking skills.
5. Strong customer service skills.
6. Professional appearance, friendly, outgoing personality.
7. Ability to work with minimal supervision and as a team member.
8. Ability to prioritize and multitask.
9. Preference will be considered for candidates trained in WHMIS and First Aid.