

Proposed Start Date: September 15, 2021	Accepting Applications until all positions are filled
Job Title: Facility Attendants	Reports to: Facility Manager
Location: South Winnipeg, Manitoba	Hours: 15-20 hrs/week (part time; 3-5 shifts/week)
Salary: \$13.00/hour	

Summary

The Dakota Community Centre – Jonathan Toews Sportsplex, located in south St. Vital in Winnipeg, is looking to employ enthusiastic and hard-working facility attendants who thrive on client-first service and working with people of all ages and abilities.

Reporting to the Program Coordinator-Fieldhouse & Fitness the attendants will assist in the day to day operation of the brand new 60,000 sq.ft. Dakota Fieldhouse. Duties include, but are not limited to, set up and takedown for a variety of sport, recreation and wellness activities in the Fieldhouse and Jonathan Toews Sportsplex, general cleaning and maintenance, client interactions both in-person and by phone and program and membership registrations and transactions. Tasks may require lifting and physical work.

The Facility Attendant positions will appeal to someone who is self-motivated, an exceptional team player, adaptable, reliable and client-focused. The positions will also be of interest to individuals looking for flexible work schedules that may compliment other school, work or personal commitments.

Please note that Dakota Community Centre does not discriminate on the basis of age, gender or culture for this role.

Key Roles and Responsibilities

- Assist team with facility set ups & takedowns
- Ensure all set ups are taken down and programs in the morning are set up
- Ensure spaces are clean and tidy prior to users arriving
- Assist with opening and closing of buildings; ensuring all doors are locked and secured
- Periodic cleaning/sanitization of fitness equipment and facilities
- Light cleaning duties and tidying throughout the facilities as necessary
- Lead facility tours & orientations to prospective clients
- Monitors use of the facilities to ensure those present are registered to be in the buildings
- Monitor the safety of all activities and programs and respond to any safety concerns
- Assist with rink operators as needed
- Other duties as assigned

Qualifications

- Must be a minimum of 16 years of age at time of employment
- Must be available to work a variety of shifts including early mornings, weekends, evenings and statutory holidays if required
- Valid Standard First Aid, CPR and AED certificate is desired or in progress
- Working knowledge of Microsoft Office and other basic computer skills
- Must be able to complete a successful Criminal Record Check or have successfully passed in the last 6 months
- Eligible to work in Canada