



Anticipated Start Date: September 16, 2024	Reports To: Manager, Customer Service & Operations
Job Title: Facility Attendant	Hours: 15-20 hours/week, evenings and weekends <i>(Shifts may start as early as 4:00 pm and end as late as 12:30 am and are based on facility use and events)</i>
Location: Dakota Community Centre 1188 Dakota Street, Winnipeg, MB	Salary/Wage: \$15.30/hour
Accepting Applications Until: Open until filled	

SUMMARY

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

Reporting to the Customer Service & Operations Manager, the facility attendant will assist in the day-to-day operation of the daily activities and events at Dakota Community Centre. Duties include but are not limited to, setting up and takedown for various sport, recreation and wellness activities in the Dakota Fieldhouse and Jonathan Toews Sportsplex, general cleaning and maintenance, and ensuring spaces are clean and ready before group use. Tasks may require lifting and physical work.

The Facility Attendant position will appeal to someone self-motivated, an exceptional team player, adaptable, reliable, takes initiative, recognizes areas for improvement or deficiencies and shows outstanding time management skills.

KEY ROLES & RESPONSIBILITIES

- Assist team with facility setups & takedowns
- Ensure all set ups & takedowns are done promptly
- Ensure spaces are clean and tidy before the user's arrival
- Cleaning/sanitization of fitness equipment and facilities
- General maintenance of fitness and sports equipment
- Cleaning duties and tidying throughout the facilities
- Opening and closing responsibilities such as ensuring interior and exterior building doors are unlocked or locked to ensure the security and safety of the facility.
- 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 rink operators with general maintenance duties, if required.
- Assist with the maintenance of the grounds of the Community Centre
- Other duties as assigned

QUALIFICATIONS

- Must be a minimum of 16 years of age.
- Must be available to work evenings and weekends including statutory holidays, if required.
- Must be able to perform physical duties such as lifting, carrying and moving objects
- Ability to exercise initiative and make decisions in accordance with applicable rules, regulations and policies set forth by DCC.
- Must be a good communicator, referring specific questions to the appropriate person and can handle public inquiries courteously.
- Demonstrate strong time management and problem-solving skills.
- Must be able to work independently and as part of a team.
- Display diplomacy and tact when dealing with customers, pass holders, rental groups and guests/visitors of DCC.
- Flexibility in availability is considered an asset.
- Valid Standard First Aid, CPR and AED certificate is desired or in progress.
- Must be able to complete a successful Criminal Record Check and Child Abuse Registry or have successfully passed in the last 6 months.
- A combination of relevant education and experience will be considered.
- Must be eligible to work in Canada.

HOW TO APPLY

We invite interested people to apply as soon as possible. Submit resumes via email to HR@dakotacc.com. Please include a short cover letter outlining your qualifications and experience.

Our objective is to provide our employees with a safe and healthy workplace. We seek diversity in our workplace and encourage all who are interested to apply for this role regardless of age, gender or culture.

ABOUT DAKOTA COMMUNITY CENTRE INC.

With our Mission of being a gathering place providing excellence in sport and recreation for everyone, Dakota Community Centre is one of the largest and most successful community centre operations in the City of Winnipeg. Serving nearly 12,000 households in South St. Vital for more than 30 years, Dakota Community Centre offers a broad range of sport, recreation and social programs for catchment area members and beyond. Our facility features the Jonathan Toews Sportsplex, which includes a twin ice pad, gymnasium, office space and our newly renovated event centre and a 60,000 sq.ft. multi-purpose Fieldhouse which features an indoor track, hardwood floor gymnasium and other amenities.