



Job Description

Position: Part Time Facility Attendant – Level 1

Reports to: Facility and Administration Manager

Hours: 6.5 hours to 13 hours a week

Weekday evenings (until 11 pm) and some weekend day-time shifts (until 5 pm)

Summary Job Description:

The position of Facility Attendant 1 is accountable for the administration and support of the tenants, volunteers and patrons of the facility. The Facility Attendant is a person who communicates in a clear and professional manner. Their role includes maintaining the security and integrity of the Caring Place.

Duties and responsibilities of the Facility Attendant include, but are not limited to the following:

- Support to the Facility and Administrative Manager
- Monitoring the facility during hours of operation
- Providing reception duties
- Carrying out minor building maintenance work as assigned and emergency building maintenance work as required
- Providing reception duties
- Performing routine security patrols and ensuring safety practices are adhered to
- Performing accounting, clerical and typing tasks related to the work; competency with Windows and Microsoft software applications required
- Meeting room scheduling via data entry and email □ Other duties as assigned

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