

## Summary of Duties

Under the direction of the Operations Coordinator, Building & Grounds Attendants play a key role in the guest experience at SBG as they are responsible for overall building and grounds maintenance and the cleanliness of the park. These staff are called upon to interact daily with guests to enhance guest experience.

## General Job Responsibilities

1. Cleaning of all facilities, washrooms and features in park and the surrounding area.
2. Set up and take down for program and special events.
3. Maintain garbage and recycling area.
4. Provide exceptional customer service to guest inquiries and concerns and complaints.
5. Administer basic First Aid as required and provide comfort and care to children in need.
6. Be flexible to work a variety of areas in the park as required according to park needs.
7. Ensure that all City of London policies and procedures are adhered to.

## Qualifications / Experience

- Previous custodian or janitorial experience is an asset
- Self-motivated individual, capable of working independently
- High level of comfort in dealing with the public.
- Current Standard First Aid and CPR certification prior to start date.
- Requires current Police Information Check satisfactory to the City of London.
- Completion of 100% staff training is a condition of employment.
- CSA approved footwear required for this position.

## Other Information

- Up to 18 weeks of employment. Shifts for this position will regularly be scheduled on weekdays, weekends and/or holidays, between May 1<sup>st</sup> and September 4<sup>th</sup>, 2017. Staff will be scheduled for 8-40 hours / week during May and June (depending on school / availability) and 24-40 hours / week through July and August. Mandatory training is scheduled during the first week of May.
- Positions will be filled on an ongoing basis. Hiring Clinics will be held on January 21, February 11 and March 25; applicants who reach this stage of the hiring process must be available to attend in person for one of these dates.
- **\*\* PLEASE name upload documents (resume, etc.) starting with your LAST NAME, then FIRST NAME**
- Successful applicants will be offered positions contingent upon the applicant providing proof of current Standard First Aid/CPR certification and a current (with the past 12 months) Police Information Check (PIC) **prior to the commencement of employment** (May 1).