



Square One Older Adult Centre JOB POSTING

Position: RENTAL EVENTS CUSTODIAN

Reports To: Administrative Coordinator

Rate of Pay: \$13.94/hour – Part time occasional work

Availability: Friday, Saturday or Sunday evenings as needed. Occasional weekdays.

Principal Function: To perform set-up and takedown and building supervision duties for rental group activities.

Specific Duties:

1. To perform set-up and takedown up to 70 lbs., 6 foot tables and stacking chairs, for each event as identified in a floor plan and/or requested by the permit contact person.
2. Monitor rental event for responsible use of the facility.
3. To replace burned-out light bulbs in fixtures and in ceilings as needed.
4. To clean up spills, pick up debris, replace garbage bags and remove bags from the Centre to the garbage area throughout the event.
5. To perform repairs to equipment, furniture, light ballasts, etc. as assigned.
6. To ensure that LLBO functions are properly supervised according to Square One Older Adult Centre alcohol policy and permits are posted.
7. To liaise with Shopping Centre security staff regarding any security, medical, mechanical or emergency situation and act as fire warden in the event of fire alarm.
8. To grant access to rooms or rental equipment as approved, and collect and deposit any sundry revenues.
9. To report any concerns to Administrative Coordinator and to record hours worked in the payroll book at the conclusion of each rental.
10. To ensure all doors are locked, equipment secured, lights off and Centre vacated after the event.
11. Related duties as assigned.

Qualifications:

- Available primarily during weekend evenings, and occasionally weekdays.
- Able, fit person capable of performing physical duties outlined above with a Doctor's note of approval.
- Must become certified with the Smart Serve Program within first 3 months of employment.
- Good customer service approach with Older Adult Centre members and rental clients.
- Must complete C.P.R. and Basic First Aid Training courses within the first 6 months

Send applications to: Executive Director, Square One Older Adult Centre
100 City Centre Drive , P.O. Box 2214
Mississauga, ON L5B 2C9
Fax: 905 615-3207

Deadline for Applications October 15, 2009