



Facility Attendant Panorama Hills Community Centre Northstar Residents Association Ltd. (NSRA)

The Northstar Residents Association Ltd. (NSRA), is a non-profit organization, managed by a volunteer Board of Directors and staffed by passionate employees, who act as stewards of the community, maintaining a variety of amenities and features, including the Panorama Hills Community Centre.

The NSRA is seeking an individual that is outgoing and customer-centred, a self-starter and able to work as a part of our dynamic team in the role of Facility Attendant. This position is ideal for someone who wants to develop invaluable customer service experience and is driven to provide an outstanding experience to all the members of the Northstar Residents Association Ltd. while upholding the values and policies of the Northstar Residents Association Ltd.

This position reports to: Evening and Weekend Supervisor or Office Manager

Responsibilities:

- Provide exceptional customer service experience for all members and guests
- Effectively respond to all customer inquiries
- Provide sufficient security, ensuring all users are NSRA members in good standing
- Assist NSRA members with all appropriate information and forms as needed
- Assist with the completion of required reports and data entry
- Confidently enforce all NSRA rules and regulations
- Assist with and complete facility rental requests
- Assist with set up and take down of all programs, meetings, and events
- Assist with all cleaning duties
- Actively promote the benefits of membership with the NSRA
- Actively participate in all NSRA provided training
- Other duties as assigned

Qualifications

- Exceptional customer service and communication skills
- The ability to work in a team environment, recognizing responsibilities, and actively participating with others to accomplish assignments and achieve desired goals
- The ability to work under minimal supervision
- Strong computer skills and be familiar with Microsoft Office
- First Aid & CPR Certification
- Successful completion of a Police Clearance Check with vulnerability search
- Minimum of being enrolled in Grade 12

Employment Term: Year round

Hours: Evening and weekends – Facility open 365 days per year including holidays

Applicants must be available to work occasional Friday and/or Saturday nights for late night rentals - until approximately 1:30AM.

Rate: \$15.00 per hour.

If you think you have what it takes to be an energetic, outgoing Facility Attendant at the Panorama Hills Community Centre, please send us your resume and cover letter. Applications can be emailed to hr@mypanoramahills.com.

We thank all applicants, only those selected for an interview will be contacted.