



## Town of Shelburne Job Posting Hall Attendant (occasional)

The Town of Shelburne is a vibrant community located in the County of Dufferin, with a current estimated population of 8,900, the population is estimated to grow to 15,000 in the next 15 years. Shelburne is an urban hub regionally and supports surrounding communities for shopping, dining, medical services and employment.

The Town of Shelburne is accepting resumes for the position of a Hall Attendant – Occasional. This is an occasional position with varying shifts including weekends. The 2022 salary range is \$19.82 per hour.

Reporting to the Manager of Operations Parks and Facilities, general duties and responsibilities include but are not limited to:

- Open and close the Grace Tipling Hall Theater and arming/unarming security system.
- Set up coat rack, table, and chairs.
- Snow and ice removal.
- Cleaning all public areas such as theater, washrooms, change rooms, and stairwells. Ability to use a broom, vacuum, mop and cleaning supplies.
- Restocking amenities in washroom.
- Emptying garbage's.
- Perform other duties as assigned.

A copy of the full job description is available at [www.shelburne.ca/townhall/careers](http://www.shelburne.ca/townhall/careers)

To apply for this position, please submit your resume by email to: [hr@shelburne.ca](mailto:hr@shelburne.ca) no later than, Friday May 27, 2022, at 3:00pm.

Please quote the job title in the subject line.

Mail: Human Resources  
Town of Shelburne  
203 Main Street East  
Shelburne ON L9V 3K7

**\*\*Only those selected for an interview will be contacted.\*\***

Please note that the Town of Shelburne requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of employment and must provide proof of fully vaccinated status or provide proof of a medical or Human Rights Code exemption, prior to starting employment.

The Town of Shelburne has made a commitment to diversity, equity, inclusion and belonging. The Town is committed to attracting, developing, and retaining highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of the Town of Shelburne.