



Job Description

JOB TITLE:	Hall Attendant (occasional)
DEPARTMENT:	Operations
SUPERVISOR'S TITLE:	Manager of Operations, Parks and Facilities
SUPERVISES:	Directly: None
	Indirectly: None
JOB DESCRIPTION DATE:	January 2022

POSITION SUMMARY

To open and close the Grace Tipling Concert Hall, which includes thoroughly cleaning all areas of the theatre including lobby, washrooms, change rooms and stairwell to provide a pleasant and comfortable experience for audience/guests/residents/citizens.

We are looking for a reliable and friendly hall attendant to join our team to provide outstanding service to our residents. Duties will include ensuring that washrooms are fully stocked, cleaned, and serviced to a high standard and be able to resolve complaints and queries promptly and in a polite manner.

While performing the duties of this job, the employee is regularly required to stand; walk; and sit. The employee frequently is required to reach with hands and arms and must frequently lift and/or move up to 50 pounds such as furniture, cleaning equipment and chemical containers, etc.

DUTIES AND RESPONSIBILITIES

1. Open and close the Grace Tipling Hall Theater and arming/unarming security system.
2. Set up coat rack, table, and chairs.
3. Snow and ice removal.
4. Cleaning all public areas such as theater, washrooms, change rooms, and stairwells. Ability to use a broom, vacuum, mop and cleaning supplies.
5. Restocking amenities in washroom.
6. Emptying garbage's.
7. Reporting any technical issues and maintenance needs.
8. Perform other duties as assigned by the Manager of Operations, Parks and Facilities as required.
9. Ability to work evenings and weekends.

QUALIFICATIONS AND EXPERIENCE

1. Highschool diploma, preferred.
2. Previous guest service and/or cleaning experience.
3. Experience using industrial cleaning equipment and products.
4. Ability to work with little or no supervision while meeting high-performance standards.
5. Professional and polite.

SKILLS

- Ability to follow instructions
- Strong customer service and communication skills
- Good interpersonal skills
- Ability to be a team member, however able to work independently with minimum supervision.
- Ability to communicate in a calm professional manner under pressure
- Ability to respect sensitive information and maintain confidentiality of records
- Provide a clear Vulnerability Check.

Working Conditions:

- Physical demands require physical mobility and stamina, moderate standing, walking, sitting, and lifting of supplies as required.
- Ability to work evenings and weekends.

The Town of Shelburne has made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of the Town of Shelburne.

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.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.