



Town of East Gwillimbury

EMPLOYMENT OPPORTUNITY SEASONAL FACILITY ATTENDANT

Located just north of Toronto in the Region of York, the Town of East Gwillimbury offers a fully balanced lifestyle and a wonderful place to live and work. Communities include Holland Landing, River Drive Park, Sharon, Queensville and Mount Albert – each inviting, with their own rich history and unique charms. Farms, forest, recreational, and business areas add to the overall character of the Town. Poised for significant growth, the current population of 25,000 is projected to reach 150,000 by 2051. Strategic, Official and Master Plans help guide the way.

Reporting to the Facility Supervisor, the Seasonal Facility Attendant will be responsible for the maintenance and upkeep of the various Community Centers.

Responsibilities:

- Daily cleaning and upkeep of all areas of the Town's Community Centers.
- Maintenance and upkeep of facility grounds including litter removal, cleaning of snow and ice on walkways and exits.
- Daily opening/ closing of facility as shift schedule dictates.
- Supervision and security of the facility during hours of operation.
- Prepare meeting rooms/ halls and gymnasiums based on user group requirements for setup i.e. tables and chairs.
- Assist the public in their use of the facility as required.
- General facility maintenance including, changing light bulbs, painting etc. as well as maintaining cleaning equipment as required.

Qualifications:

- Minimum Grade 12 Education
- First Aid and CPR/AED Certified
- Class "G" Drivers License in good standing
- Ability to deal courteously and effectively with user groups, general public, program participants.
- Vulnerable Sector Screening (Police Record Check) is required.

Please submit your resume and covering letter using the URL below

<https://workforcenow.adp.com/jobs/apply/posting.html?client=TOEG4282>

We thank all applicants for their interest, however, only those being considered for an interview will be contacted

The Town of East Gwillimbury is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.