



## Facility Attendant Panorama Hills Community Centre Panorama Hills Residents Association (PHRA)

The Panorama Hills Residents Association (PHRA), 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 Facility Attendant ensures the rental facilities are clean, organized, and properly set up for various events such as weddings, conferences, and banquets. They assist with setting up and breaking down tables, chairs, and equipment, maintain cleanliness, and provide support during events to ensure guest satisfaction.

**This position reports to:** Facility & Amenities Manager

### **Responsibilities:**

- Provide exceptional customer service experience for all members and guests
- Complete set up and take down of all rentals, programs, and events
- Monitoring all rental spaces during usage to meet all rental-program-events needs.
- Complete pre and post rental walkthrough with members and guest
- Assisting with minor setup adjustments
- Adhering to all established safety and sanitation standards
- Maintenance
  - Inspecting and maintaining equipment
  - Reporting any malfunctions or damage to equipment to supervisor
- Cleaning
  - Maintain a pristine environment for members and guests
  - Regular sweeping, mopping and vacuuming
  - Wiping down tables, chairs and other surfaces
  - Cleaning and sanitizing restrooms and banquet kitchen
  - Maintaining cleanliness of storage areas
- Confidently enforce all PHRA rules and regulations
- Actively participate in all PHRA 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
- Successful completion of a Police Clearance Check with vulnerability search
- Minimum of being enrolled in Grade 12 and turning 18 within the year

**Employment Term:** Permanent Part Time

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

Applicants must be available to work Friday and/or Saturday nights for late night rentals - until approximately 2:00AM.

**Rate:** \$17.00 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@myphra.com](mailto:hr@myphra.com).

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