



Employment Opportunity

Casual, Part Time
Municipal Representatives

Reporting directly to the Director of Public Works, Parks, and Facilities, the Municipal Representative oversees the use of the Township of Puslinch's Municipal indoor and outdoor facilities during special occasions/events. The primary responsibilities of this position are:

1. Ensure all attendees at events are aware of and comply with the Township of Puslinch's Alcohol Risk Management Policy and other policies/procedures as applicable.
2. Provide information/direction to renters regarding use/operation of the facility.

Key Responsibilities:

- Primary responsibility is ensuring the renters are aware of the requirements of the Alcohol and Gaming Commission of Ontario, Township of Puslinch Municipal Alcohol Risk Management Policy, facility rental agreement and terms and conditions, fire safety, and monitoring alcohol consumption.
- Monitors events for compliance with the Municipal Alcohol Risk Management Policy (i.e., no underage drinking, severe intoxication, etc.), enforces capacity restrictions, and restricts use of unauthorized areas from renters and attendees.
- Responsible for contacting authorities to remove individuals or shut down an event if the Township's Municipal Alcohol Policy or requirements of the Alcohol Gaming Commission of Ontario are not being adhered to.
- Provides good customer service to a wide range of customers and users.
- Resolves concerns and or issues in a timely fashion.
- Responsible for opening and closing of the facility.
- Responsible to ensure the hall/facility is cleaned by the renter at the end of the rental including but not exclusive to cleaning tables, mopping/cleaning spills, overseeing clean-up at the end of the night (which is the responsibility of the rental group), garbage is removed and deposited in the correct location, and ensuring the hall/facility is in the same condition as when the group arrived.
- Maintains and restocks supplies in the washroom facilities.
- Ensures alcohol is removed from the facility at the end of the rental by the renter.
- Maintains a clean and safe working environment.
- Responsible to record and report any operational concerns, vandalism, incidents, and/or injuries on the provided accident/incident report form.
- Facility Rental Checklist must be filled in, signed, and submitted at the end of every shift.



- Performs light maintenance and housekeeping duties as assigned.
- Responsible for the safe use of cleaning supplies and equipment.
- Represents the Township in a professional, courteous, and respectful manner when dealing with the public.
- Performs other duties as assigned.

Minimum Qualifications:

- Must be 21 years of age and older
- Must be Smart Serve trained and possess a current Smart Serve Certification
- Ability to exercise good judgement in dealing with members of the public and colleagues
- Excellent customer service skills
- Demonstrates good communication skills
- Familiar with the safe use of maintenance equipment and cleaning products
- Ability to work with minimal supervision
- Previous bartending experience would be an asset
- A clean Criminal Record Check is required upon hire

This position offers an hourly range of \$19.50 - \$22.81.

Applicants are invited to submit a cover letter and resume by no later than 4:30 p.m. on Friday, September 16, 2022.

ATTENTION: HR Department, Township of Puslinch, 7404 Wellington Road 34, Puslinch ON N0B 2J0. E: hr@puslinch.ca or F: (519) 763-5846. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The Township is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance. If you require an accessible format, please contact hr@puslinch.ca.