

# Woolwich Township Job Posting



Date: April 2, 2024  
Position: Facility Events – Breslau Community Centre (BCC) Staff  
Wage Rate/Grade: \$18.00 / hour (unlicensed events)  
Hours of Work: Part Time (as per departmental requirements)

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Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a small-town lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

The Recreation and Community Services Department is seeking two (2) BCC Staff.

## **Purpose of position and profile:**

To provide supervision, oversight, customer service and light maintenance for rentals & programming at the Breslau Community Centre.

## **Responsibilities:**

- Assist with rental groups and events, open and close the facility, ensuring a safe, clean and inviting environment
- Greet patrons in a welcoming and friendly manner
- Assist with set up / tear down in all areas of the facility
- Assist with facility maintenance including, but not limited to, general janitorial / maintenance / window cleaning, janitorial stocking and inventory control as assigned or required throughout each shift (e.g. sweeping, mopping and cleaning of washrooms, building and throughout washing of walls, counters, empty garbage containers, washroom and common area cleaning, minor snow shoveling, ice control)
- Assist with maintaining a safe, healthy environment throughout the facility at all times and
- Work in compliance with the provisions of the Occupational Health and Safety Act and adhere to all Township of Woolwich and facility service standards and policies

## **Qualifications, Knowledge, Skills and Work Requirements:**

- Grade 12 education or equivalent
- Valid Standard First Aid and CPR Certification recommended
- Excellent customer service, interpersonal and communication skills
- Ability to deal cooperatively, efficiently and effectively with members of the public, Township staff and external stakeholders
- Ability to work both in a team environment and independently
- Ability to read and communicate fluently in English
- Ability to follow instructions and operate various equipment related to cleaning
- Required to participate in supplementary training related the Recreation & Community Services department
- Dress in a professional, well-kept manner and use personal protective equipment as required

## **Working Hours and Conditions:**

- Part time hours as per department needs, hours can range between 3 – 24 hours per week
- Must be able to work nights, weekends, and holidays (Sunday through Saturday, primarily evening)
- Will require long periods of standing/walking

Interested applicants are invited to submit their resume via email to [hr@woolwich.ca](mailto:hr@woolwich.ca) prior to **4:00 pm on Tuesday, April 16, 2024. Please quote job posting 2024-23.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.