

Class No.:	
Original Date:	
Revision Date:	June 2007
Pay Group:	12

CLASS SPECIFICATION

CENTRE FOR SPORT AND WELLNESS FACILITY ASSISTANT

NATURE AND SCOPE OF WORK

This is clerical and manual work. An incumbent in this position is primarily responsible for monitoring the outdoor and indoor facilities, equipment and facility services. An incumbent works with the Centre for Sport and Wellness staff and coaches in preparation for events, communicates with facility rental clients, and coordinates equipment set up requirements as directed. An incumbent reports to the Manager, Athletics and Recreation.

ILLUSTRATIVE EXAMPLES OF WORK

- Communicates with facility rental clients once a contract has been negotiated to review set up requirements. Ensures this information is conveyed to all relevant staff. Ensures that the facility set up is in order for each event in a timely fashion. Advises the Manager of any problems surrounding booking and/or set up requirements.
- Completes a post-event review form after each facility booking.
- Communicates the set up requirements for each day to the evening/weekend attendants and ensures that the facility and set up are in order for each event. Identifies a weekly task list for the Centre for Sport and Wellness Attendants, and provides feedback on task completion.
- Ensures security of facility, equipment and supplies, and that the facility and department regulations and policies are followed by all user groups. Provides reports on irregularities in these matters.
- Performs scheduled equipment and facility inspections and ensures that an accurate log is kept of work needed and completed. Communicates with the Facilities Department to ensure regular and proper maintenance of the facility.

- Receives and records fees and handles cashiering functions
- Identifies preventative maintenance work in need of completion. Ensures completion by the appropriate person, department or external supplier. Advises the Manager of any ongoing concerns.
- Issues equipment and secures proper identification.
- Carries out semi-annual inventory of facility, equipment and supplies, and makes purchase recommendations.
- Provides input as required on issues regarding facility operation and services.
- Enters non-contract and department program facility bookings into the facility schedule.
- Maintains and updates services and facility schedules, facility records, files and operation manuals.
- Ensures that all injuries that occur within the facility are reported to the Manager and filed.
- Sets up and takes down equipment as required.
- Issues equipment and secures proper identification.
- Performs minor equipment repairs as needed.
- Performs laundry services, and general facility and grounds maintenance, including garbage pickup and cleaning as required.
- Reviews and revises existing facility and event policies and procedures, and recommends change to the Manager. Ensures that the Attendants' Manual is current and complete.
- Responds to in person and telephone enquiries regarding athletic events, facility scheduling, services and programs.
- May be required to take training and act in the capacity of a floor warden as part of the College's Emergency Preparedness Plan (Fire, W.H.M.I.S, Earthquake).
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of the programs, policies and procedures pertaining to the Centre for Sport and Wellness.

- Working knowledge of equipment set up requirements.
- Working knowledge of the equipment used in various sports or recreational activities.
- Working knowledge of College policies, procedures, activities and functions.
- Working knowledge of word processing and spreadsheet applications.
- Ability to establish and maintain effective working relationships with, and provide customer service to, other employees, student workers and volunteers, and the general public.
- Ability to work both in a team environment and independently with minimal supervision.
- Ability to prepare for athletic and recreation events.
- Ability to maintain accurate records and files,
- Ability to follow cash control procedures, make change and issue proper receipts accurately and promptly.
- Ability to lift, carry, push or drag heavy loads within limits defined by WCB.
- Ability to use a pneumatic lift.
- Ability to work at heights of approximately ten meters.
- Skill in the use of a variety of hand and power tools.
- Skill in the use of cleaning equipment.

REQUIRED TRAINING AND EXPERIENCE

- Completion of Grade 12
- One year of experience working in a sport or recreation facility.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- None.