
POSITION TITLE: SCREENER/CLEANER

DEPARTMENT: COMMUNITY SERVICES

DIVISION: RECREATION & CULTURE

SECTION: SPORT & COMMUNITY DEVELOPMENT

GENERAL SUPERVISOR: SPORT & COMMUNITY EVENT DEVELOPMENT COORDINATOR

AFFILIATION: NON-AFFILIATED **GROUP:** 1

POSITION SUMMARY: Under the general supervision of the Sport & Community Event Development Coordinator, performs cleaning duties for the facility operation of Fort William Gardens and other municipal event venues during and after major events, hockey games and other rentals.

MAJOR RESPONSIBILITIES:

1. Conducts screening of participants and spectators as required.
2. Sweeps the building including all stairs and aisle-ways.
3. Picks up all garbage and debris related to events.
4. Cleans arena/stadium seating.
5. Disinfects high touch surfaces as required.
6. Mops concrete areas between arena seating if required.
7. Cleans and wipes marks on walls, dormitory exits, and signs.
8. Empties garbage if required.
9. Completes paperwork in a timely manner and adheres to procedures for filing.
10. Performs such other related duties as may be assigned.

QUALIFICATIONS:

- Minimum 14 years of age

Skills/Abilities:

- Must have good customer service skills and be courteous and tactful in dealing with the public
- Ability to communicate effectively and concisely, both orally and in writing
- Ability to work independently with minimal supervision
- Ability to work independently and as a member of a team
- Must be competent within the meaning of the *Occupational Health & Safety Act*

TERMS OF EMPLOYMENT:

- Part-time
- Must be available for evenings and weekends

PREPARED BY:	P. BURKE	APPROVED BY:	L. MACPHAIL
EFFECTIVE DATE:	MARCH 19, 1996	SUPERSEDES DATE:	NEW
HOUSEKEEPING:	OCTOBER 3, 2011 (REORG) JULY 1, 2014 (REORG) NOVEMBER 20, 2014 (REORG) JULY 13, 2015 (REORG) JUNE 11, 2018 (REORG) SEPTEMBER 4, 2020 DECEMBER 1, 2020 (REORG) SEPTEMBER 28, 2021		
