

THERECC.CA

JOIN THE TEAM

RATH EASTLINK COMMUNITY CENTRE

Member Experience Supervisor

Full Time

Job Description Continued

Other:

- Assist with the sanitization of equipment and work spaces, as needed
- Assist with the cleaning of the fitness centre and welcome desk areas; such as sweep & mop floors, dust, vacuum mats, clean mirrors, and other cleaning duties, as needed
- In an emergency, respond appropriately with communication/rescue response/first aid treatment/and activation of appropriate emergency services.
- Perform continuous risk management and communicate needs or concerns to appropriate personnel
- Complete all reports and documents appropriately in a timely manner and daily risk management checks
- Ensure accurate, objective completion of Accident, Incident and/or First Aid forms as required
- Maintain current knowledge of company policies and procedures and ensure adherence
- As an events facility, there are numerous events that may require additional assistance from our staff. Duties are event specific, and will be defined as events are booked.
- Ensure full confidentiality is maintained for all members/users/staff by employing procedures that reduce the unnecessary transmission of confidential information.
- Other duties as assigned within scope of role

Qualifications:

- High School diploma / GED
- Minimum Two (2) years' administrative experience
- Minimum Two (2) years' supervisory/managerial experience
- Minimum Two (2) years' customer service experience
- Able to work weekends/evenings
- Experience with MS Office / Google (Gmail/Drive) preferred
- First aid preferred (Can train on site as needed)
- Computer proficiency preferred (navigating computer with multiple windows and point of sale systems open)

! Current Criminal Record and Child Abuse Registry Checks are mandatory conditions for RECC employment. They must be completed and submitted before any training will begin. Wage offered is based on previous experience and level of training and/or certifications.

COVER LETTER + RESUME SUBMISSION: DIRECT TO ► msmith@therecc.ca

We welcome cover letters and resumes from all qualified applicants. However, only those selected for an interview will be contacted.