



## DEPARTMENT OF RECREATION, ATHLETICS & WELLNESS

<b>RAWC (Recreation, Athletics &amp; Wellness Centre) Facility Attendant</b>	
<p>The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.</p>	
<b>Deadline:</b>	November 26 <sup>th</sup> , 2021
<b>Number of Positions:</b>	10+ positions
<b>Rate of Pay:</b>	\$15.00
<b>Position Start Date:</b>	January 2 <sup>nd</sup> , 2022
<b>Position End Date:</b>	April 30 <sup>th</sup> , 2022
<b>Number of Hours per Week:</b>	Approximately 5-15 hours per week (additional hours may be available up to a maximum of 24 hours per week)
<b>Classification:</b>	CUPE 3261 Casual (Athletic Service Attendant classification)
<b>Summary:</b>	<p>Reporting to the Facility Manager, and under general supervision, the RAWC Facility Attendants provide a variety of RAWC facility related services in a highly customer service oriented environment; assisting with cleaning and maintenance, monitoring spaces for the health and safety, setting up, dismantling and storing equipment, cleaning and maintenance, and attending to other facility needs. The following list illustrates duties assigned. The degree to which each employee performs each task will vary according to assigned scheduled and needs. Flexibility of the employee to perform a wide variety of functions is necessary. Duties are not limited to the list below.</p> <ul style="list-style-type: none"> <li>• clean exercise, sport equipment, and surfaces between uses;</li> <li>• monitor facility to assist users in following health and safety protocols;</li> <li>• set up, dismantle and store athletic equipment and other apparatus such as speakers, score clocks, audiovisual equipment, tables, chairs, bleachers, etc., in accordance with athletic program and event schedules;</li> <li>• ensure materials and equipment are stored in an orderly fashion, move furniture and equipment as requested;</li> <li>• assist facility users in the locker room area, inspect locker room areas and report damage; clean lockers, remove belongings which are inappropriately stored there, record and store items removed;</li> <li>• actively identify and report necessary repairs of athletic facility, equipment, and machines to supervisor;</li> <li>• respond to any internal special requests by department staff members (i.e., special requests for equipment retrieval/set up);</li> <li>• monitor access and use of indoor/outdoor RAWC spaces, provide general directional information to facility users, use a computer for inter-office mail regarding set ups, meetings, etc., and membership, locker information;</li> <li>• manage equipment signed out by user, restore athletic equipment, assist in maintaining inventory of athletic equipment;</li> <li>• receive towels, athletic team uniforms and equipment to be cleaned;</li> <li>• sort soiled laundry received, load and unload laundry into commercial washing and drying machines, fold or hangs items on completion;</li> <li>• open and lock entrance doors at appropriate times;</li> <li>• maintain inventories and report discrepancies</li> </ul>



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	<ul style="list-style-type: none"> <li>• maintain and operate commercial washers, extractors and dryers, clean machines daily, lubricate machines bi-weekly; perform minor repairs such as tightening nuts and bolts, adjusting fan and drive belts and perform other minor repairs when necessary;</li> <li>• other related duties as required</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Current Standard First Aid, CPR level C and AED certifications</li> <li>• Ability to work independently as well as in a team setting</li> <li>• Experience in a customer service environment is a strong asset</li> <li>• Flexible and open to learning and performing new tasks</li> <li>• Employment offer is conditional upon receipt of an acceptable Criminal Records Search “Vulnerable Sector screening”</li> <li>• Preference will be given to current part time or full time undergraduate or graduate UTM students</li> </ul>
<b>Method of Application:</b>	<p><b>Deadline to Apply:</b> November 26<sup>th</sup>, 2021</p> <p>Please send your resume, cover letter, and three references to <a href="mailto:anthony.sestito@utoronto.ca">anthony.sestito@utoronto.ca</a> with subject “RAWC Facility Attendant Application. Please also include:</p> <ul style="list-style-type: none"> <li>• your availability (on weekdays, evenings, and/or weekends)</li> <li>• copy of your Current Standard 1st Aid, CPR level C and AED certifications</li> <li>• copy of your Criminal Records Search “Vulnerable Sector screening”</li> </ul> <p>We thank all applicants for their interest; however, only those applicants selected for further consideration will be contacted.</p>
<b>Contact Information:</b>	<p><b>Anthony Sestito, Facility Manager</b>  <a href="mailto:anthony.sestito@utoronto.ca">anthony.sestito@utoronto.ca</a>          University of Toronto Mississauga - Recreation, Athletic &amp; Wellness Centre</p>