

#1362846

CUPE STAFF JOB DESCRIPTIONS

POSITION: EVENT STAFF (part-time)

REPORTS TO: Supervisor, Night Custodial Staff

SUPERVISES: No supervision of others

JOB SUMMARY: Ensures the safekeeping of the school building by controlling entry and exit during times the school is occupied for permits outside of regular operating hours.

DUTIES AND RESPONSIBILITIES:

- opens designated doors required to accommodate permits;
- ensures the safekeeping of assigned keys and alarm codes;
- deactivates vandal alarm and turns on lights;
- opens area as designated on permit;
- cleans entrance of snow to allow easy access to the premises and restricts unauthorized access by ensuring that only visitors present to attend a permit function gain access to the building;
- may call police for assistance if intruders become disruptive or refuse to vacate on request;
- reports any unusual heating, venting or air conditioning to the "on call" maintenance department personnel;
- conducts patrol inspections of facilities as required;
- dumps all garbage from permit event into garbage can and puts in outside dumpster;

ADOPTED	REVIEWED	REVISED	PAGE
		28/Oct/08	1 of 2
		18-04-08	

- sweeps and mops up any messes or spills resulting from permit holder activities;
- flushes all toilets before leaving the school;
- checks all doors in the building to be sure they are locked when the building is vacated, and ensures all lights have been turned off;
- ensures compliance with permit rules and regulations and monitors time used in accordance with permit;
- reports all incidences of damage, vandalism, accidents or injuries to the Manager, Maintenance and Safety;
- activates vandal alarm;
- checks all doors from the outside to ensure they are secure;
- performs other duties as assigned.

QUALIFICATIONS:

- minimum of 18 years of age;
- ability to communicate effectively with various user groups;
- demonstrated ability to meet with the public;
- ability to write reports and keep records;
- ability to work with limited supervision;
- ability to understand oral and written instructions;
- related experience preferred.

ADOPTED	REVIEWED	REVISED	PAGE
		28/Oct/08	2 of 2
		18-04-08	