



July 12, 2023

# EMPLOYMENT OFFER

## Building Attendant

**SUPERHEROS** - The Municipality of Saint-Gabriel-de-Valcartier is currently looking for 1 to 2 dynamic and responsible employees. We need you if we want to continue offering such a wide array of activities for the entire population!

This position requires someone who will see to the surveillance and security of the buildings and grounds of the Municipality and participate in the preparation of municipal recreational activities in collaboration with the various departments, community groups and volunteers contributing enormously to community spirit. In return, your contribution will be generously remunerated by your salary, free gym membership, social activities, on-the-job training and appreciation for a job well done.

### Main tasks:

- To allow access to the premises during activities offered at the Community Centre, Complex 2230 and the Recreation Centre;
- Ensure the opening (unlocking) and closing (locking up) of the buildings;
- Greeting clients, providing information and ensuring an efficient follow-up to their requests;
- Preparing the premises for activities, e.g., distribute and set up the necessary equipment and put away the material at the end of the activities;
- Supervise the park, parking lot, skating rink, bathrooms and other municipal facilities;
- Other related tasks.

### Work schedule:

- Weekdays: Hours vary between 4:30 pm and 10 pm depending on the season and activities;
- Weekends: Hours vary between 8:30 a.m. and 10:00 p.m. depending on reservations and activities, one weekend out of 2 and possibly 3;
- Approximately 60h per month.

### Special requirements:

- Be at least 19 years old (students and retirees welcome);
- Responsible, flexible, adaptable and authoritative (occasionally);
- Ability to work varied shifts (e.g., mornings, afternoons, evenings);
- Carry out your tasks and enjoy working with different types of customers;
- Availability to work some holidays.

### Salary :

- \$18 per hour

Send your resume by July 25, 2023, via email to the attention of **Ms. Pamala Hogan Laberge**,  
Email: [plaberge@munsgdv.ca](mailto:plaberge@munsgdv.ca)

**Please note that only successful applicants will receive a follow-up.**