



April 26, 2018

JOB OFFER – 2nd notice

Building attendant – safety supervisor

The Municipality of Saint-Gabriel-de-Valcartier is presently looking for a dynamic and responsible person able to ensure access, supervision and safety in the buildings belonging to the Municipality.

Job description

- Permit access to the buildings during scheduled activities held at the Community Center; Complex 1754 and the Recreation Center;
- Ensure the opening and closing of buildings;
- Welcome customers; inform and ensure effective follow-up of requests;
- Distribute, set up and put away sports and recreation equipment as needed;
- Take rentals on site as needed;
- Responsible for the supervision of the park, parking lot, rink, washrooms, and other municipal buildings open to the public;
- Perform minor maintenance of buildings and spaces;
- Ensure that rules and regulations are followed;
- Manage a petty cash on site;
- Ensure the discipline and safety of the premises;
- Any other related task.

Work schedule

Weekdays: Usually between 5:30 – 11:00 p.m.
Weekends: Usually between 8:00 a.m. – 10:00 p.m. (According to reservations and schedule of activities, would work alternating weekends – Fridays, Saturdays and Sundays);

Qualifications required

- Should be at least 21 years of age (students and retirees are welcome to apply);
- Must be responsible, authoritative and dynamic;
- Able to work varied shift (long weekends);
- Flexibility and adaptability;
- Like to work with the public;
- Ability to deal with various personalities;
- Must be bilingual (French - English).

Salary

Salary offered: \$16/hour
About 30 hours per two weeks.

Those interested in this job must forward a résumé to Mrs. Pamala Hogan Laberge **before 4:30 p.m. May 25th, 2018** at plaberge@munsgdv.ca or in person at the Municipal Office, 1743, Blvd. Valcartier, Saint-Gabriel-de-Valcartier (Quebec) G0A 4S0, 844-1218.