



UNIVERSITY OF TORONTO
FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

| Athletic Service Attendant – Casual, Athletic Centre | |
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| <i>The University of Toronto is strongly committed to diversity within its community. The University especially welcomes applications from visible minority group members, women, Indigenous peoples, persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas.</i> | |
| Deadline: | August 25, 2024 |
| Number of Positions: | 5 |
| Rate of Pay: | \$19.00 |
| Position Start Date: | Sep 1, 2024 |
| Position End Date: | Dec 31, 2024 |
| Number of Hours per week: | Not guaranteed, not more than 24 hrs/wk |
| Classification: | CUPE 3261 Casual Part time |

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| <p>Summary:</p> | <p>General Description of Duties:</p> <p>Under general supervision, provides a variety of Athletic facility related services in a highly customer service orientated environment; assisting with and monitoring access for the safety and security of facilities, issuing towels, keys, and equipment, setting up, dismantling, repair, cleaning, maintenance and storing equipment for co-curricular and curricular programs. Performing laundry duties. The main focus for the employee, while performing the tasks listed, is to provide all members with a high standard of customer service in accordance with standard operational procedures. Flexibility of the employee to perform a wide variety of duties and be able to attend to multiple tasks is necessary in successfully fulfilling the requirements of this position. The degree to where and when the employee performs each of the following tasks listed below will vary according to where and when the employee is scheduled to work.</p> <p>Projects a positive professional image of the faculty in dress and behaviour at all times while on duty.</p> <p>Serves as front-line reception for complaints, emergencies, and requests for assistance/service from a diverse population of members and visitors.</p> |
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| <p>Minimum Qualifications:</p> | <p>Education:</p> <p>Some university education preferred. Preference given to current U of T students. Must have or successfully completed a current Standard First Aid/CPR/AED Level – C. certificate within the probation period, issued by Canadian Red Cross, St John Ambulance or Lifesaving Society. Experience:</p> <p>Significant related experience in a customer service orientated position. Familiarity with athletic facilities, equipment, and programs an asset. Ability to perform the essential physical functional requirements of the position in accordance with the demands analysis of the position. Other:</p> <p>Must possess excellent oral communication skills, considerable public-related skills, diplomacy and tact, conflict management skills; ability to exercise good judgment and initiative; ability to resolve problems; ability to participate effectively within a team; understanding of diversity and equity issues.</p> <p>Demonstrated ability in the following areas: following written and oral instructions; dealing courteously and effectively with students, staff, faculty, the public, and team members; and the ability to provide information in a clear and concise manner. Ability to respond to emergency and/or first aid incidents.</p> |

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| Method of Application | Email only Please send resume with cover letter via e-mail to: varun.adams@utoronto.ca meghann.roberts@utoronto.ca |
| Contact Information: | Varun Adams / Meghan Roberts Assistant Facilities Manager, Athletic Centre Faculty of Kinesiology & Physical Education 55 Harbord Street Toronto, ON M5S 2W6 |
| Date Posted: | Aug 13, 2024 |