



Skate Rental & Sharpening Assistant	
The University of Toronto is strongly committed to diversity within its community. The University especially welcomes applications from visible minority group members, women, aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas.	
Deadline:	July 28, 2019
Number of Positions:	6-8
Rate of Pay:	\$15
Position Start Date:	September 6, 2019
Position End Date:	January 11, 2020
Number of Hours per week:	Varies, up to 10 hours / week
Classification:	Casual - USW
Summary:	<p>Under the general supervision Assistant Manager Physical Activity, the incumbent will be responsible for maintaining recreational program equipment at the Varsity Centre. Skate loans, rentals and sharpening will be the primary responsibilities in this position in order to support adult recreation and instruction programs. In addition, the incumbent will assist in the skate rental program through promotion and communication of programs and special events to support physical activity on campus.</p> <p>Duties include:</p> <ul style="list-style-type: none">• Providing professional customer service of renting out skates and providing skate sharpening services to students and the community.• Collaborating with other members of the team to develop procedures to optimize collection, storage and return of recreational equipment.• Keeping inventory; maintaining equipment; and providing support as needed during special events.• Must be willing to work flexible hours (evenings and weekends).• Must be thorough, organized, articulate and punctual, and have great communication and customer service skills.

Minimum Qualifications:	<p>Education: Some university education preferred. Preference given to U of T students.</p> <p>Experience: Previous customer service experience in a front line position is required. Basic knowledge of hockey and skating is required. Experience sharpening skates is preferred however training will be provided. Reliability, punctuality and maturity are essential.</p> <p>Skills: The successful candidate must work well under pressure and be able to handle slower periods, possess strong communication skills (both oral and written) and work effectively in both a team setting and independently. Strong organizational skills and a willingness to handle skates and other equipment is required. The successful candidate must be able to deal with difficult situations with students and members of the public and troubleshoot as needed. S/He must have the ability to know and follow policy and procedures.</p> <p>Certifications: Current CPR and First Aid are considered an asset.</p>
Method of Application	<p>Resume, cover letter and Co-curricular Record (CCR) to be emailed to: kay.dawkins@utoronto.ca</p> <p>Subject line should include title of position.</p>
Contact Information:	<p>Assistant Manager, Physical Activity 55 Harbord St, Toronto, Ontario M5S 2W6</p>
Date Posted:	<p>July 5, 2019</p>