



# Renfrew Park Community Centre

2929 East 22nd Avenue, Vancouver, BC, V5M 2Y3

(P) 604 257-8388 (F) 604 257-8392

[renfrewcc@vancouver.ca](mailto:renfrewcc@vancouver.ca)

## Employment Opportunity

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### Rental Supervisor

#### Main Purpose & Function

- This position works independently or within a team of staff in supervising a recreation centre or spaces within a recreation centre that have been rented to customers for private use. The role of the Rentals Supervisor is to provide general customer service to rental customers, ensure that rental groups adhere to contract policies, perform minor janitorial and cleaning duties, complete simple office tasks, assist in an emergency situation, and ensure general building security.

#### Specific Duties/Responsibilities

- Opens the building (if the rental occurs before the building is open to the public), turns off alarm (if necessary) and checks in with other staff members that may already be working in the building.
- Ensures that rented spaces are cleaned and safe to use and that tables, chairs and other equipment are set-up in the rented space.
- Greets rental customers and directs them to the rented space.
- Ensure that rentals provide proper paperwork for their rental (ie. Liquor License, Serving It Right Certificate, Insurance etc.)
- Provides access to rooms, tables and chairs and other equipment or supplies being provided by the recreation centre
- Assists with the set up and clean-up of tables and chairs for the rented space as required.
- Monitors the appropriate use of the rented space and intervenes when unsafe, disruptive or disrespectful behaviour is observed.
- Monitors the security of the recreation centre. When the rental takes place before or after the facility is closed, ensures that no one from the general public is accessing the building.
- Performs minor cleaning duties such as sweeping, mopping, wiping tables, counters and chairs, removing garbage and recycling and replacing liners for garbage and recycling bins. Ensure that garbage is sorted and recyclables are separated throughout the rental.
- Performs minor first aid when required.
- Assists with the evacuation of customers during a building emergency (e.g. fire) and contacts and liaises with Emergency Services personnel when required.
- Ensures that the rental customer vacates the rented space within the agreed upon time.
- Checks the rented space, tables, chairs and any other facility equipment or supplies used for damage and reports any damage to a superior.
- Completes forms as required such as Accident and Incident Reports, Rental Supervisor Forms, etc.
- Completes related tasks as requested by a centre staff. (may include minor cleaning duties, inventory, and basic data entry tasks.)
- If the rental finishes after the building is closed to public, ensures that the building is secure and vacant, locks the building and sets alarm code.



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### Minimum Position Requirements

- Completion of Grade 12 and First Aid Certification (at minimum Emergency First Aid with CPR C and AED)
- A Police Record Check will be required.

### Knowledge, Skills and Abilities:

- Ability to demonstrate strong customer service skills.
- Knowledge of recreation centres and their operations is desired
- Basic working knowledge of Microsoft Word and Excel is desired
- Ability to work independently and in a team setting
- Ability to monitor, identify and intervene when behaviours of customers are inappropriate, unsafe or disrespectful
- Ability to perform minor cleaning tasks safely including sweeping, mopping, garbage removal, setting up tables and chairs, etc.
- Ability to provide first aid and effectively manage an emergency situation within the recreation centre

### Wage & Hours

- Wage: \$17.50 per hour (plus 4%-6% Holiday Pay)
- Hours: Rentals shifts are scheduled as they are booked.  
Times vary, 7 days per week, possibly as early as 7am, and as late as 1am.

Please send your resume and references via email

Email: [renfrewcc@vancouver.ca](mailto:renfrewcc@vancouver.ca)

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*Thank you for all of your interest in this position. However, only those applicants who are short-listed will be contacted.*