



## **Job Posting – Operations Team Member**

**Position:** Operations Team Member  
**Department:** Operations  
**Reports to:** Operations Supervisor, Operations Managers  
**Classification:** Part-time, seasonal, hourly

### **Summary**

Responsible for the daily activities required to run, maintain, and service the facility and its events by performing the following essential duties personally or through subordinate workers.

### **Essential Duties and Responsibilities**

- Under the direction of the Supervisor of Operations, or Designate, is responsible for performing facility maintenance and cleaning.
- Ensure a clean environment at all times by performing cleaning duties such as
  - Perform quality janitorial work throughout the facility.
  - Change room cleanliness
  - Execution of tasks and completion of checklists
  - Cleaning washroom areas.
  - Cleaning showers
  - Outside parking lot / property cleanliness
  - Window cleaning
- Ensure a safe environment at all times by using safe work processes, clearing snow and spreading salt, supervising the public, performing safety checks and reporting any safety concerns
- Perform set ups and tear downs of program equipment, tables and chairs, etc.
- Assist with ice maintenance by removing nets, helping facility operations staff etc.
- Perform a public role by answering inquiries from the public correctly and have a general knowledge of facility bookings procedures and program information.
- Other duties as assigned

### **Qualifications & Skill Requirements**

- Quick thinking with rational decision making
- Willingness and ability to work flexible hours (evenings & weekends).
- Good communication skills (verbal & written)
- Must be able to work as a team player and also work with little supervision

We thank all who apply however, only those candidates selected for an interview will be contacted.

**Please forward resume and cover letter to [rich.trella@mississauga.ca](mailto:rich.trella@mississauga.ca) with subject “HIRING – PART TIME OPERATIONS”.**

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