

**Lakeshore Arena Corporation (Ford Performance Centre)
Facility Safety Specialist**

Part-Time (Evenings & Weekends)
10-20 hours/week
\$18.00/hour



Job Scope

Reporting to the Facility Coordinator, this is a front-line administration and general facility support position. You are responsible for communicating with everyone entering the building, knowing where they are while inside, and ensuring they vacate when required. There are outlined processes and policies that are to be adhered to at all times, which you help enforce in this role.

Key Duties & Responsibilities

- First point of contact for all incoming visitors, managing flow of access points
- Coordinate guest check-ins and make sure all are accounted for while inside
- Enforce COVID protocols and manage all aspects of screening process
- Decision maker on who is permitted or denied entry into the building
- Collection and organization of documentation with personal data
- Assist with displaying facility signage, revising strategies, and updating policies
- Overseeing of activity and visitors throughout building at any given time
- Receive all incoming packages, working with various delivery services
- Provide direction and guidance for customers visiting a tenanted business
- Addressing general facility questions, including booking and usage inquiries

Required Qualifications

- Experience in a recreation facility/community centre setting
- Customer service oriented with strong communication skills
- Relationship development, including handling of sensitive information
- Ability to work with high profile clientele and maintain professionalism at all times
- Strong decision-making skills, effectively problem solving quickly and logically
- Proficient in general computer operations and online communications

Please send cover letter/resume via email to:

Shaun Filippelli
Facility Coordinator
Lakeshore Arena Corporation
sfilippelli@lakeshorearena.ca

Information submitted will be used only for candidate selection. We thank each applicant for taking the time and effort to apply. However, only candidates to be interviewed will be contacted.