

**POSITION TITLE:** Facility Manager – Jim Kook RecPlex

Closing Date: September 6<sup>th</sup>, 2019

Wage - \$24.00/hour

**FUNCTION:**

*The Town of Outlook is hiring a Facility Manager. This position will oversee and take part in the daily operation of the Jim Kook Recplex. This position reports directly to the Recreation Director and will work between the Jim Kook Recplex and the Town of Outlook facilities.*

**Qualifications**

- Valid Driver's License, Criminal Record/ Vulnerable Sector Check, High Level of Organization
- CPR, First Aid, and a Knowledge of Ice Installation/Maintenance would be considered assets

**Duties**

- Complete daily cash and attendance reports as well as the daily operator's log
- Assist with set-up/take-down of events
- Communicate with the public in a resourceful and respectful manner
- Scheduling and supervising workers
- Keeping up with all OH&S requirements as well as policies for evacuation, safety, and reporting
- Carry out instructions or tasks as laid out by the recreation director
- Scheduling hockey, ball, curling, bowling and making daily logs for fees collected
- Ice maintenance, ice installation and skate sharpening.

**Maintenance**

- Develop and implement a maintenance checklist (daily, weekly, and monthly)
- Direct staff in performance of other related maintenance tasks in and around arena and park areas
- Ensure that all equipment is maintained, in working order and reflects well on the Town of Outlook.

Any interested candidates are welcomed to forward their cover letter and resume by email to:

[outlookrec@sasktel.net](mailto:outlookrec@sasktel.net)

Jordy Jones  
Director of Recreation  
Town of Outlook  
306-867-9555