

SCHOOL DISTRICT NO. 63
(SAANICH)

JOB DESCRIPTION

CLASSIFICATION

Facilities

POSITION

Facilities Monitor

SUMMARY

Under direct supervision of the Manager of Custodial and Community Use monitors and assists the activities of community use groups and members of the public for the purpose of maintaining order and security within district facilities.

DUTIES

- Provides access to facility and ensures the availability of light and heat
- Monitors community activities to ensure the orderly conduct of groups and members of the public
- Assists in moving and arranging furniture
- Ensures access to public washroom facilities
- Performs limited custodial service directly related to the community function
- Conducts inspection of the facilities used by community groups to ensure that facilities have been left in good condition
- Ensures that facilities are secure and alarm systems are activated upon completion of use
- Ensures that all equipment and furniture has been restored to its original location after use
- Reports any problems associated with the use of the facility to the Manager of Custodial and Community Use

** Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 10

** Or an equivalent combination of training and experience.*

DATE

June 2013