

## MUNICIPALITY OF CENTRE HASTINGS

### Job Description

**Job Title:** Centre Hastings Park Supervisor

**Purpose:** To oversee the overall operation of Centre Hastings Park

**Reports to:** Community Development Officer  
Community & Development Services Manager/ Deputy Clerk

#### Duties and Responsibilities:

- Provide training, scheduling and supervision of park summer staff and volunteers as needed.
- Provide effective customer service to all Park users.
- Provide food services to Park patrons.
- Handle cash, debt transactions, do daily start-up/closedown of tills and debit machines.
- Ensure Health and Safety standards are strictly adhered to.
- Promote a clean and safe park environment and assist staff with cleaning and maintenance.
- Ensure Park rules are strictly adhered to.
- Establish a positive relationship with park users, in particular the youth.
- Work with the Park volunteers, community groups, school visits and special event organizers.
- Ensure Park is well maintained, and washrooms cleaned.
- Ensure equipment is in good working order, doing regular safety inspections, and request repairs promptly.
- Oversee canteen / ice cream parlour operations including regular inventory of supplies.
- Purchasing, completing reports and deposits, ensuring profitability and protection from theft.
- Provide support to the Public Works Facilities Supervisor and staff as needed.
- Provide First Aid support in the Park as needed.
- All other duties as assigned.

#### Qualifications:

- Strong communication skills, leadership and teamwork training.
- Proven ability to work with minimal supervision, well organized.
- Staff management experience.
- Customer service training/experience preferred.
- Current first aid/ CPR.
- WHMIS.
- Satisfactory police check.
- Valid driver's license an asset.
- Strong office/ accounting/ computer skills an asset.

#### Days/ Hours of Operation:

- Approximately 25 to 35 hours a week (during peak season), dependant on scheduled use of the park, weather conditions etc.
- Flexible hours from May to October.
- Must be available to work weekends and holidays.

**Requirements:**

- First Aid & CPR.
- Food Handlers Certification.
- Ability to perform physical labour, maintenance, cleaning, outdoor work.
- Ability to stand/walk for long periods.
- Flexibility of hours, working conditions, climate.