



POSITION DESCRIPTION (Final)

Position Title	Weekend Attendant – Nelson/Castlegar
Department/School	Campus Management
Reports to	Campus Manager
Positions Supervised	None
Employee Group	PPWC
Pay Grade	3
Date Last Revised	March 2011

Position Summary

Reporting to the Campus Manager – Nelson/Castlegar, this position will be responsible for opening/closing assigned campuses on weekends as well as providing clerical support for the main office, assistance to students on campus during the weekends some basic custodial work and other duties as assigned by the Campus Manager – Nelson/Castlegar.

Main Duties and Responsibilities

Duties may include, but are not limited to, the following;

- unlocking and locking doors as required;
- monitoring activities and ensuring college property is secured;
- maintaining a logbook for students to sign in and out of as they arrive/depart from the campus;
- responding to inquiries and requests for assistance from students, staff and the general public;
- switchboard and/or receptionist functions;
- word processing and clerical services as required;
- light custodial work including: ensuring washrooms have adequate paper towels and toilet paper, garbage containers are emptied and dusting and glass cleaning is completed in assigned areas. Damp mopping in common areas and offices as required.
- communicating with Campus Manager – Nelson/Castlegar and Maintenance as required; and
- other duties as assigned.

Required Qualifications

Education and Experience

- High School Graduation
- 1 year Applied Business Technology/Office Administration Program
- Level 1 First Aid ticket
- Minimum 6 months to one year related experience. Accounting experience and switchboard experience is an asset.

Skills, Knowledge and Abilities

- Keyboarding at 50 wpm
- Proficiency in Windows XP and Office 2007 (including Word, Excel, internet and email)
- Excellent written and verbal communications skills
- Excellent interpersonal skills
- Excellent organizational skills and the ability to set priorities when encountering conflicting demands
- Ability to work independently and as part of a team
- Excellent attention to detail
- Basic custodial skills

Approvals

Employee

Date

Supervisor

Date

Human Resources Representative

Date