WIC
WEST ISLAND COLLEGE

Position: **Rental Supervisor**
Position Type: **Part-time, evenings and weekends**

West Island College is currently recruiting a Rental Supervisor to work part-time on weeknights and weekends. You will represent the College to outside groups and ensure that our facilities are respected. Are you a student needing a quiet space to work, and get paid at the same time? This position is ideal for you if you are looking for part-time work in a quiet environment, with waves of busy and down time during work hours.

Job Responsibilities

- Open the facilities; safely prepare the space for use
- Greet rental clients at the start of each booking and review needs and expectations
- Monitor rental groups to ensure they are following the regulations
- Report on any maintenance issues, damage or concerns to the facility and rental manager
- After event, clean reset the rental spaces, including the gym or any used areas
- Take down and store furniture
- Cleaning washrooms and common areas after each rental group
- Inspect facilities by a walkthrough
- Assist with the set up and reset for occasional after-hours school activities
- Clear snow by the gym entrances

Shift Schedule

Shifts vary by rental contract. Standard weekend shifts are 3–8 hours long, between 7 a.m. and 11 p.m.. We use a rotating schedule: if a supervisor works twice on one weekend, then they work once the next. Occasionally weekday evening shifts start at 5 p.m.

Job Requirements & Conditions

- Excellent communication and interpersonal skills
- Must be willing to sometimes work alone
- Preference will be given to those with some experience in facility or custodial work
- Able to sit, stand, bend, twist, reach above shoulders, and climb stairs for a full shift
- Regularly wipe, push, pull and lift to 50 lb (23 kg)
- Work indoors and outdoors in all seasons
- Follow all West Island College safety and employee related policies and guidelines

Work Hours & Hourly Pay

$18.75/hour, some weeknights, weekends and some holidays. **Hours vary depending on rental needs and times.**

As a condition of employment, the successful candidate must provide a current Vulnerable Sector Screening Police Report. We thank all candidates and advise that only those selected for an interview will be contacted.