

City of Victoria JOB VACANCY NOTICE Internal / External

CUPE LOCAL 50

DATE OF ISSUE: March 19, 2010 CLOSING DATE: March 29, 2010

Competition Number: **10/45**
Position Title: **Door Attendant**
Number of Positions: **Four**
Duration: **Temporary – up to 6 months**
Work Schedule: **Various shifts including evenings and weekend
– based on event schedule**
Pay Group: **\$11.29 per hour, Pay Grade 101 (Under Review)**

ALL APPLICATIONS MUST BE received in the Human Resources Department by 4:30 p.m. on the above closing date and must be complete, including all qualifications and experience relevant to this position.

*Please submit your application quoting the above competition number to:
The City of Victoria Human Resources Department, 627 Pandora Avenue, Victoria, B.C.,
V8W 1N8, by FAX to (250) 361-0238 or by email to hr@victoria.ca.*

DEPARTMENT: Parks, Recreation and Culture / Recreation and Culture / Royal Athletic Park

POSITION FUNCTION

Perform door attendant and ushering functions at various city facilities.

KEY DUTIES

Set up turnstiles at entrance prior to events; monitor patrons entering events at various facilities; check, tear and count tickets.

Assist patrons with section and seat location; respond to complaints regarding seat assignments; notify Head Door Attendant of unruly patrons as required; contact maintenance section for clean up or equipment repairs; lock and secure doors following events.

Perform related duties where qualified.

INDEPENDENCE

Work is performed according to event schedule and reviewed while in progress.

Problems are referred to supervisor.

WORKING CONDITIONS

Physical Effort:

Normal.

Mental Effort:

Normal.

Visual/Auditory Effort:

Normal.

Work Environment:

Event facility.

Work outside in all weather conditions. (continuous)

Exposure to abusive people. (rare)

Work irregular hours.

KEY SKILLS AND ABILITIES

Understand and carry out job related instructions.

Establish and maintain effective working relationships.

Deal with the public in a courteous and tactful manner.

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

Grade 10.

Required to obtain criminal record clearance.

Experience:

Not required.

or an equivalent combination of education and experience.

OTHER:

May be requested to substitute in a more senior position.

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This is a CUPE Local 50 position.

Testing may be conducted.