

City of Victoria JOB VACANCY NOTICE Internal / External

CUPE LOCAL 50

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

Competition Number: **10/46**
Position Title: **Head Door Attendant**
Number of Positions: **One**
Duration: **Temporary – up to 6 months**
Work Schedule: **Various shifts – including evenings and weekends - based on event schedule**
Pay Group: **\$17.22 per hour, Pay Grade 104 (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

Prepare Royal Athletic Park for events and ensure event security.

KEY DUTIES

Open the Park for user groups by unlocking gates and doors to ticket wicket, washrooms, dressing rooms and announcement booth; set up public address system; place and remove field markers and flags; turn on field and building lights; complete record of light usage; secure park following event.

Provide direction to Door Attendant/Usher staff on shift by providing job related instruction and allocating workstations; ensure performance and safety standards are met; provide employee training and complete time sheets.

Accept tickets and direct patrons to seating; monitor patron behaviour; remove unruly patrons; complete accident and incident reports as required.

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.

Complete forms accurately.

Direct the work of assistants.

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.

B.C. Security Workers License

Required to obtain criminal record clearance.

Experience:

6 months experience.

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.