



Alderville First Nation

ON-CALL (HOURLY) POSITIONS

COMMUNITY CENTRE EVENTS SUPPORT WORKERS

JOB SCOPE:

The Alderville First Nation is presently looking for ON-CALL EVENTS SUPPORT WORKERS to assist with Community Centre activities, events and programs.

Any interested candidates would be placed on a list for the Community Centre Manager to contact when there are regular events planned, catering jobs, recreational dances, bartending, annual events etc. and could be at any time that fits your schedules (*days, nights, or weekends*).

Duties & Responsibilities:

Candidates for these ON-CALL positions should expect to perform any of the following duties, but you are encouraged to provide your interest to work at any or all of the specific events listed below:

- Assisting with general events hosted at the centre: work could include table set up, and tear-down, helping with clean up, etc.
- Assisting with alcoholic events (bar tending, ticket sales, set-up, clean-up, decorating, etc.)
- Assisting with Bingos; ticket sales, set up, tear down, clean up **if applicable**
- Assisting with Catering events: food prep, cooking, serving and clean-up, table set-up
- Working cooperatively as a team with other On-Call staff and co-workers
- Must maintain confidentiality as the utmost importance
- Must be accountable to the Chief and Council, Community Centre Manager, and/or the Chief Administrative Officer.
- Must adhere to the Alderville Policies & Procedures and the Community Centre Policy

Minimum Qualifications: Candidates for these ON-CALL positions should have the following:

- Previous work related experience in the service industry a definite asset
- Smart Serve Certification is required (or willing to obtain)
- For Bingo Events, workers must have Gaming Assistant License (or willing to obtain if selected)
- Must be physically able to lift tables and chairs when that activity is required
- Must possess excellent public relation skills
- Must have Valid certification in C.P.R. & First Aid (or willing to obtain if selected)
- Current Criminal Reference Check and Vulnerable Sector Search required (if position is offered)

Deadline to apply: Immediately (Applications accepted throughout the year)

Sealed applications can be hand delivered to the reception of the Alderville First Nation Learning Centre. Submissions must include a cover letter, resume, along with 3 work related references and/or letters of reference. Fax to (905) 352-1080 or e-mail at mlevesque@alderville.ca.

Attention HR Manager Melissa Levesque

Re: ON-CALL COMMUNITY CENTRE EVENTS SUPPORT WORKERS

Alderville First Nation, 11696 Second Line Road, Roseneath, Ontario K0K 2X0

For more information, contact Cheryl Maynes at (905) 352-2284 or call Melissa at (905) 352-2011. We thank all who apply however only those selected for an interview will be contacted. Chief and Council retain the right to make the final decision on the selection of the successful candidates.

www.aldervillefirstnation.ca