

**TOWNSHIP OF MANITOUWADGE  
JOB DESCRIPTION**

**JOB TITLE: CLUBHOUSE AND RECREATION ASSISTANT**

**REPORTING TO: DIRECTOR OF COMMUNITY SERVICES**

**DEPARTMENT: RECREATION**

**GROUP: NON-UNION – NON-MANAGEMENT**

---

**JOB FUNCTION**

1. To provide Recreation assistance and support to the Director of Community Services in the operation of the Clubhouse Restaurant, Recreation & Travel Information Centre.

**DUTIES AND RESPONSIBILITIES RELATED TO MAJOR ACTIVITIES**

Major Activity A: (45 %) Scheduling, Ordering, Facility Bookings and Communications

2. Main point of contact for all Recreation Department queries.
3. Receive departmental mail and code invoices for the Director's review and approval.
4. Daily pick up and drop off of staff time sheets.
5. Efficient use of computer program applications by setting up appropriate forms and database templates:
  - Design, prepare and revise forms for standard data collection and records maintenance (e.g. user group contracts).
6. Keep up-to-date and accurate statistical data of all attendance at recreation programming and events.
7. Process daily cash receipts for all revenue generated through the Clubhouse Restaurant and Recreation & Travel Information Centre and submit daily to the finance department.
8. Oversee all recreation facility bookings; processing user fees; invoicing; scheduling of events at the Recreation Centre and the Golf Course and Clubhouse Restaurant.

9. Preparation of marketing material for Director/Programmer review and approval and posting to social media, The Boreal Newsletter, and recreation bulletin boards on a regular basis.
10. Develop, implement and maintain standards, policies and procedures for the department.
11. Maintain filing system. Open new files and file documents. Prepare and store old files. Retrieve data and documents from current and stored files as requested.
12. Maintain department records involving the organization and control of municipal records to ensure that they are quickly and easily retrieved, protected from premature destruction and disposed of once their value has ceased.

Major Activity B: (30 %) Staff scheduling for the Clubhouse Restaurant and Golf Clubhouse.

13. Open up and prepare the Restaurant for operation at the beginning of May each year.
14. Arrange for maintenance and cleaning of all kitchen equipment prior to summer operation.
15. Annually update Restaurant menu and pricing.
16. Responsible for all food and alcohol orders, payment requisitions and inventory control.
17. Responsible for merchandise orders and pricing for the golf course.
18. Scheduling of summer staff at the Clubhouse Restaurant.
19. Maintenance of the cash floats and daily cash receipts at the Clubhouse Restaurant.
20. Ensure all applicable licenses are valid and up-to-date (liquor license; payment system; debit; phone and internet).
21. Assist with onboarding summer students working in the Clubhouse Restaurant.

Major Activity C: (25%) Recreation & Travel Information Centre (TIC) Customer Service

22. Handle counter enquiries from public entering the Recreation Centre. Provide forms to user groups/individuals for facility rentals. Explain/advise on procedures

concerning applicable fees where appropriate, and prepare documentation for the Director's review and approval.

23. Assist with programming/supervising programs and events when requested.
24. Work closely with clubs, user groups and residents that utilize the Recreation Centre (public skating; hockey; curling; cross country skiing, etc) to ensure availability of services meets the local demand.
25. Inventory management of Recreation Centre cleaning supplies, including ordering.
26. Responsible for merchandise orders and pricing for the TIC.
27. Scheduling of summer staff at the TIC.
28. Maintenance of the cash floats and daily cash receipts at the TIC.
29. Ensure all applicable licenses are valid and up-to-date (payment system; debit; phone and internet).
30. Assist with onboarding summer students working in the TIC.

### **JOB SPECIFICATIONS**

31. Skill requirements for this position are generally associated with levels attained through graduation from an approved college program plus five to seven years of related experience with computer skills. Other combinations of formal schooling and experience may be considered equivalent.
32. Keyboarding skills with speed and accuracy and familiarity with word processing software.
33. Previous Customer Service experience is required.

### **SUPERVISORY RESPONSIBILITY**

34. Generally not responsible for the supervision of staff. However, scheduling of Students and Casual Staff working at the Clubhouse Restaurant, Golf Clubhouse and Travel Information Centre is required.

### **PHYSICAL REQUIREMENTS**

35. Normal requirements are for independent lifting of up to 20 lbs and to perform tasks on some days.

## **WORKING CONDITIONS**

36. Mainly indoors with constant exposure to interruptive noise and movement due to shared work area. Intermittent exposure to a few adverse conditions due to phone/personal contacts and indoor facility factors.
37. Exposure to occasional negativity through social media. Requires mental health awareness and resiliency skills.
38. Required to work 35 hours per week. Overnight travel may be required to attend conferences, seminars or training programs at the request of the Municipality. In addition, the incumbent may be expected to participate in evening and weekend meetings, functions and special events as necessitated by position responsibilities.