



## **EMPLOYMENT OPPORTUNITY**

### **South Arm Community Association**

### **Rental Commissionaire**

The South Arm Community Association is accepting applications for the position of **Rental Commissionaire**. Reporting to the Recreation Facility Clerk, this position is responsible for the overall supervision and safety of a rental service occurring within a community facility setting.

#### Duties and Responsibilities

- Customer service
- Set up/take down
- Janitorial duties as needed; Assist in room clean at closing
- Manage recycle, food waste, garbage
- Risk assessment
- Attend to first aid and emergency situations
- Ensure fire and liquor regulations are adhered to
- Ensure terms of contract and legal requirements are adhered to
- Maintain security of the building; Lock up and alarm building
- Complete prior and post checklists
- Complete rental report

#### Required Qualifications

- Education – Completion of grade 12
- 2 years customer service
- First aid and AED certification
- WHMIS training (or willing to attain)
- Conflict resolution skills
- Strong verbal communication skills
- Ability to work independently with minimal supervision
- Heavy lifting required (over 10 kg)

#### Recommended Qualifications

- Special event experience
- Experience opening and closing a facility

#### **Hours of Work and Remuneration:**

- Varied hours. Daytime, evening and weekend work required.
- \$22.89-25.77/hr

#### **How to Apply:**

Please email resume to South Arm Community Centre at [southarm@richmond.ca](mailto:southarm@richmond.ca).

**Deadline for submitting applications is July 6, 2025 at 5:00pm.**

The South Arm Community Association thanks all applicants in advance for their interest.  
Only those candidates under further consideration will be contacted.