

Job Profile

Job Profile Name:	Facilities Representative
Job Code:	CADB-00007
Employee Group:	AMUSE Casual

Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of moderate complexity and the incumbent performs them using established instructions.

Typical Functions:

1. Greets clients and answers specific inquiries with a positive attitude.
2. Monitors sporting areas such as sports field and gymnasiums.
3. Sets up and takes down equipment for event.
4. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent.

Minimum Education, Certification and Experience:

High School Diploma with one year of relevant experience in the field of work