

# Zig Zag Yacht Club



## Job Description

### Position: Club- and Groundskeeper

#### General description:

Appointed by the Board and reporting to the Club Directors, this position is responsible for routine maintenance of the Club's building and grounds. Monitoring the safety of Club facilities, including building, grounds, tennis courts, and docks and facilitating required safety measures are also some of the duties. Adherence to Club COVID-19 protocols is mandatory.

#### Specific responsibilities include:

1. Managing and attending to routine or minor maintenance. Carrying out housekeeping, garbage collection, grounds mowing. Checking fire equipment. Maintenance of walkway to the tennis courts.
2. First point of contact for concerns with any of the above services.
3. Overseeing facility use by guests with respect to safety, security, care, and clean up.
4. Coordination of supplies pick up and deliveries such as ice, water, tables, chairs and all other supplies needed for Summer Fun Program and any event the ZZYC Club is hosting.
5. Periodically inspect high risk locations for safety issues or equipment and provide a written report to the Club Directors.
6. Identify any safety concerns noted in the use of Club facilities by guests and report these to the Club Directors.
7. Monitor the general condition of Club facilities with regard to safety concerns and bring such concerns to the attention of the Club Directors, and communicate with guests, as necessary, through signs and Club media with respect to safety hazards and precautions.
8. Cleaning tasks related to use of Club facilities by guests.
9. Other functions and tasks within the above general scope of responsibilities, as assigned by the Club Directors.

#### Qualifications:

- Handy man who has a variety of skills and experience
- Pleasure Craft Operator Card Boating License Transport Canada.

The successful applicant must provide a Criminal Record Check that includes a Vulnerable Sector Search, Child Abuse Registry Check prior to the commencement of employment.

**Anticipated time demands (after initial familiarization period):** 20-40 hours per week during the Summer. The orientation sessions on July 2 and 3 are mandatory.

**Salary:** Commensurate with experience and training and according Provincial pay scale.

To apply, fill out application at <https://tinyurl.com/aq69q9i3>, and submit resume and reference to: Kate & Uwe Baumann, Club Directors, [info@zzyc.ca](mailto:info@zzyc.ca)

Deadline for Application is: March 15, 2021

We thank all who apply, however only those selected for an interview will be contacted.