

# Zig Zag Yacht Club

## Job Description

### Position: Clubhouse and Groundskeeper



#### General description:

Appointed by the Board and reporting to the Club Director, 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:

- - Managing and attending to routine or minor maintenance. Carrying out housekeeping, garbage collection, grounds mowing, blowing leaves/debris Checking fire equipment. Maintain walkway to tennis courts.
- First point of contact for concerns with any of the above services.
- 1.
- Coordination of supplies pick up and deliveries such as ice, water, tables, chairs, and all other supplies needed for Programs and any event the ZZYC Club is hosting, as requested by the Club Director. Periodically inspect high risk locations for safety issues or equipment and provide a written report to the Club Director. Monitor the general condition of Club facilities regarding safety concerns and bring such concerns to the attention of the Club Directors. Post signs as necessary with respect to safety hazards and precautions.
- 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 person 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 are mandatory.

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

To apply, fill out application at [www.zzyc.ca](http://www.zzyc.ca)

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