



## VILLAGE OF PUGWASH

### C@P Site Attendant – Full time JOB DESCRIPTION

Full time: May – August      35 hours/week

**OBJECTIVE:**

Operate a multi-computer public access centre.

**RESPONSIBLE TO:**

C@P Site President/Clerk Treasurer

**REQUIREMENTS:**

Proficient computer skills

Good listening skills

Oral communication

Decision making

Job task planning

Finding information

Working with others

Collecting data

Report writing

Organizing

High school graduation

Driver's license

Criminal Record Check (Vulnerable Sector level) from the RCMP

Ability to work unsupervised

Get along with other Village staff and visitors

**Preference**

Non smoker

First Aid/CPR training

## PRIMARY RESPONSIBILITIES

- Greet and interact with the public in a courteous and helpful manner.
- Operate a multi-computer public access centre.
- Monitor for compliance with the established rules regarding use of the computers.
- Assist and lead programs and workshops for a variety of age groups and needs aimed at persons with disabilities, persons with employment or social barriers, youth, seniors, etc. with a focus on crime prevention, public health and safety, or cultural development or historical preservation.
- Develop and maintain a list of volunteers and a corresponding list of persons with specific educational needs (related to computer education) to encourage one on one assistance from members of the community at large.
- Prepare and do bank deposits when necessary.
- Conduct research, documenting findings and educate the public on the advantages of “Open Source” computer software.
- Maintain a local C@P Facebook, etc.
- Clean up the public washrooms as necessary (major cleaning such as an overflow will be done by maintenance/janitor staff).
- Cover all shifts as scheduled.
- Prepare daily, weekly and end of season statistical reports.
- End of shift: clean and vacuum C@P site/VIC and ensure it is fully ready to open the next morning. Secure C@P site/VIC and Village Hall.
- Keep a daily log of activities, problems or interesting or unique data that had to be found or recorded.
- Record any accident or injury and advise Clerk immediately.
- Respond to any emergency by alerting the appropriate emergency services and then only assist if capable and it is safe to do so.
- Keep and up-to-date list of emergency and staff contact numbers.
- Assist the Village Clerk with any other task that may be required (helping with Gathering of the Clans, greeting bus tour groups, helping to provide luncheons that the Village undertakes for tourism promotion, etc.)
- Participate in staff meetings (one per month)

## PERSONNEL POLICIES

**RESPONSIBLE TO:** C@P Site president. In his absence, report to Village Clerk Treasurer

### **HOURS AND PAYROLL**

Working days: Five (5) shifts of seven (7½) hours including ½ hour unpaid lunch

Shifts will include weekends.

Breaks are unpaid. Employee taking any extended breaks will be required to add that time to the end of their working day or lose that time. This must be accurately reflected on the employee's time sheet.

Lunch break and any other breaks are unpaid.

Shift times: Shifts overlap to allow for extended opening hours: 9am to 6pm (Monday to Thursday) or 9am to 8pm (Fri/Sat) or 11am to 4pm (Sundays)

Employee is expected to maintain own time sheet and its accuracy.

Payment is weekly and by cheque.

The pay period runs from Monday to Sunday. Pay cheques will be issued within a week of the end of the previous pay period.

The time sheet must be accurately filled in and signed before a cheque will be issued.

Vacation pay will be included in earnings each week.

All earnings are reported by the Village of Pugwash to Revenue Canada. It is the employee's responsibility to claim all their own earnings to Revenue Canada.

**Overtime:** Overtime rates do not apply until employee exceeds 48 hours in a week.

Rate of overtime pay or holiday pay is as described by NS Dept of Labour.

**Physical Appearance:** Employee is expected to keep a neat, clean and tidy appearance.

Dark pants/skirt/kilt/capris and white/light coloured shirt or blouse is expected.

**Trust:** Must maintain the confidentiality of the Commissioners and staff of the Village of Pugwash.

**Honesty:** Time sheets and cash reports must be accurate.

**Discipline:** In the event that an employee does something to warrant a verbal warning from the Clerk, a record of that warning will be kept. If the behaviour continues, a written warning may be issued. If the employee does not comply with the direction or policy in question, their employment may be terminated.

**Termination of Employment:** Employees must give at least one weeks' notice in writing to the Village Clerk.