



Township of Huron-Kinloss
 Part Time – Contract
 Reports to the Parks & Facility
 Supervisor

Facility Screener
 Open Availability Required

This position will confirm completion and eligibility of the Covid-19 Screening of all residents and visitors entering the community centres and municipal event space to access in-person programs and services.

Responsibility	Tasks
Screening Service	Confirm Covid-19 screenings and eligibility of visitors to enter premises, including proof of vaccination.
	Ensure all Public Health guidelines are being adhered to including masking, social distancing and sanitizing protocols.
	Advise visitors on appropriate protocols for entry into area.
	Report issues/incidents of non-compliance to supervisor.
	Respond to general and routine enquiries.
	Assisting with administrative duties such as contact tracing, cash handling and deposits.
Team Work	Working cooperatively with others to ensure all required tasks are completed on a daily basis

Other duties as assigned	
Qualifications	<ul style="list-style-type: none"> • Minimum grade 12 education • Minimum 18 years of age • Experience dealing with the public • Administrative experience would be an asset • Proven verbal communication skills with the ability to communicate honestly, openly, respectfully and politely • Demonstrated good judgement and problem-solving skills • Successful candidates will be required to provide a satisfactory police record and vulnerable sector check as a condition of employment

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.