



Sinclair Park Community Centre is Hiring!

Sinclair Park Community Centre is looking to add new employees to our team for three part-time positions:

- **Weeknight Canteen & Building Supervisor**
- **Weekend Event Supervisor**
- **Weekday Janitorial & Cleaning Staff**

All positions are part-time, ranging from **10 to 30 hours per week**. Please see separate job descriptions listed below.

General Requirements

Applications are being accepted from individuals who:

- Are **18 years of age or older**
- Are **legally eligible to work in Canada**
- Have a strong grasp of the English language, as we work with individuals from varied backgrounds, including those with diverse accents
- Can successfully pass a **Child Abuse Registry Check** and an **employer-funded Police Background Check**
- Are comfortable working independently, as applicants will often be working alone aside from facility users
- Are able to answer phones and communicate effectively over the phone

Job Description #1 - Weeknight Canteen & Building Supervisor

Responsibilities

- Manage the canteen during weeknight operations
- Perform basic cooking duties, including the use of a deep fryer, griddle, and other equipment
- Clean the facility after closing

- Assist with event setup and post-event cleanup as required
- Answer phones and assist facility users as needed

Training & Certification

- Training will be provided and is **not a required prerequisite**
- WHMIS training will be provided
- Successful applicants must obtain a **Food Handler's Certificate**
- Sinclair Park Community Centre will reimburse the cost upon successful completion

Shift Schedule

Shifts generally begin between **3:30 PM and 4:30 PM** and end between **9:00 PM and 11:00 PM**.

Job Description #2 - Weekend Event Supervisor

Responsibilities

- Ensure renters have an enjoyable and successful event experience
- Enforce building rules and safety regulations
- Troubleshoot issues and solve problems as they arise
- Move tables, chairs, and other equipment as required
- Complete event cleanup after rentals
- Manage groups of up to 300 people while working independently

Qualifications

- Strong problem-solving skills
- Previous customer service experience is considered an asset
- Strong independent work ethic
- Ability to perform physically demanding work

Training & Certification

- Cleaning training will be provided

- Successful applicants must obtain a **Smart Choices Certificate**
- Sinclair Park Community Centre will reimburse the cost upon successful completion

Shift Schedule

Available shifts may include:

- **Fridays:** 4:00 PM to 3:00 AM
- **Saturdays:** 8:00 AM to 3:00 AM
- **Sundays:** 8:00 AM to 1:00 AM

Staff members will work **no more than eight hours per shift**, and Sinclair Park Community Centre will ensure staff receive **at least 12 hours off between shifts**.

Job Description #3 - Weekday Janitorial & Cleaning Staff

Responsibilities

- Maintain a clean and welcoming facility
- Perform routine cleaning duties, including:
 - Sweeping
 - Mopping
 - Window cleaning
- Perform deeper cleaning tasks, including:
 - Washroom cleaning
 - Use of floor scrubbers
 - Use of chemical cleaners
- Open the facility each morning for open gym programming
- Interact with facility users on a daily basis

Training

- WHMIS training will be provided

Shift Schedule

Shifts generally begin at **8:00 AM (7:00 AM in July and August)** and typically end around **1:00 PM**, although shifts may run as late as **4:00 PM**.

Important Information

Please Note:

- None of the positions are full-time.
- These positions will **not transition into full-time employment**.
- None of the available positions are office positions.
- These positions do **not involve the use of computers**.

All positions will begin at **minimum wage during the training period**. Wages will increase once training is completed and the employee is able to work independently.

How to Apply

Interested applicants can submit their resumes:

In Person:

Sinclair Park Community Centre
490 Sinclair Street
Winnipeg, MB

By Email:

sinclairparkcc@outlook.com