



LOCAL SERVICES BOARD OF RESTOULE

HIRING: Restoule Community Centre Hall Manager

STARTING DATE: October 1, 2021

The Local Services Board of Restoule operates under the Direction of the Ministry of Energy, Northern Development & Mines (MENDM).

TO QUALIFY: It is an asset to be an inhabitant of the Board area but it is not a requirement.

DUTIES:

- Good communication skills.
- Good organizational skills.
- Complete facility booking contracts and show facility to potential clients
- Collect deposit and facility rental fees and forward to LSB Treasurer
- Co-ordinate and schedule Bar Tenders and Security for events
- Assist renters with suggestions for possible caterers
- Accompany Health Inspectors for inspections
- Maintain and Document accurate inventory of supplies
- Place orders for delivery or pick up supplies to facilitate the smooth operation of community events and forward invoices to customer or LSB Treasurer.

Payment: Honorarium

DEADLINE TO APPLY: September 14, 2021.

Please submit written application and resume outlining experience in the areas listed above. As part of the application please include references with accurate contact information. Send applications via mail or email to:

**Local Services Board of Restoule
Attn: M. McVeety Secretary/Treasurer
General Delivery
Restoule ON P0H 2R0
restoulelsb@xplornet.ca**