

<b>DEPARTMENT:</b>	Office of the CAO – Anvil Centre	<b>STATUS:</b>	Auxiliary
<b>NO. OF POSITIONS:</b>	Several	<b>UNION:</b>	CUPE, Local 387
<b>HOURS OF WORK:</b>	See Below	<b>SALARY:</b>	\$19.10 (2021 rates) + 12% in lieu of benefits & vacation

Anvil Centre, the showpiece civic facility located in the heart of the downtown New Westminster, encompasses 84,000-square feet of interior space and includes: conference and meeting facilities, a theatre, art gallery and art studios, gift shop, the City's Museum and Archives, the Canadian Lacrosse Hall of Fame, Tourism New Westminster's visitor information centre, restaurant and retail space.

We are in search of qualified and customer service focused individuals to assume a variety of front of house hospitality roles such as Hosting, Ushering, Concessions, Building Conversions and Security Guards. Each of these positions will play an integral role in creating an enjoyable experience for our guests attending the many events at Anvil Centre civic facility.

#### REQUIREMENTS:

- Completion of Grade 12 and related work experience. Experience in a conference centre or hospitality environment will be considered an asset. (Security Guards will require the completion of Basic Security Training (BST) Level 1, AST Level 1 considered an asset, plus a valid security license for the province of British Columbia). (Concession Workers will require cash handling experience. Serving It Right and Food Safe Certificates are considered an asset).
- Professional demeanor and the ability to work collaboratively with a variety of internal and external guests and stakeholders, ensuring that exemplary customer service is demonstrated at all times.
- Fluency in the English language and effective communication skills, both orally and in writing.
- Ability to work in a safe manner and possess working knowledge of applicable health and safety regulations.
- Physical ability for the work. Standing for long periods, bending, walking, climbing stairs, etc.
- Standard First Aid certification (OFA level 1) is considered an asset.
- The successful candidate must be able to pass and maintain a clear Police Information Check (PIC).

**\*Candidates must have the ability to work non-standard hours of work as operationally required, which include days, evenings, weekends and statutory holidays. Hours of work are scheduled as operationally required and may include a variety of shifts up to 8 hours in length.**

Apply by sending your **cover letter and resume in one document** quoting the competition number, by July 1, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca) using the following format in the subject line: **LAST NAME First Name #22-125**

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples.*

*It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.*

*We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.*

*This position is only open to those legally entitled to work in Canada.*