

## JOB DESCRIPTION

**Position Title:** COVID Screener and Safety worker

**Section:** Special Program



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### PRIMARY FUNCTION

The COVID Screener and Safety worker will be the first point of contact to ensure staff and participants are accessing the main office in a safe manner. Acting as an initial greeter of all guests and students in the building, they will ask screening questions and check temperatures, directing those deemed safe to enter the building to appropriate programming spaces. They will also spend time ensure that high touch surfaces are sanitized regularly, and complete other cleaning duties as assigned to ensure the safety of all those utilizing the building.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Screen all guests and students upon arrival
- Check temperature of all guests and students upon arrival
- Refer anyone experiencing symptoms to Health Links and request that they do not attend the building
- Direct those who successfully complete screening to appropriate program area
- Sanitize all high touch surfaces regularly
- Perform other cleaning duties as required
- Perform other related duties as assigned

### BASIC QUALIFICATIONS

- Some customer service experience considered an asset

### KNOWLEDGE, SKILLS AND ABILITIES

- Strong Interpersonal skills
- Friendly and welcoming demeanor
- Understanding of COVID related symptoms and risks

### PHYSICAL DEMANDS

- COVID related risks – all PPE provided as needed
- Spend time sitting and standing

### CONDITIONS OF EMPLOYMENT

- A Police Criminal Record Check

- Evening and weekend work may be required

**POSITION DETAILS**

Job Type: Term position

Rate: \$11.95/hour

Hours of work: 25 - 35 hours every week from November 16, 2020 up to December 24<sup>th</sup>, 2020.  
Hours vary Monday to Saturday.

**If you are interested in this position, please send a reply with a cover letter and resume by email, to:**  
[info@westmanimmigrantservices.ca](mailto:info@westmanimmigrantservices.ca)

**Deadline to apply – November 6<sup>th</sup> or until filled**

**Thank you to all who apply, but only those selected for interviews will be contacted.**

Funding provided by:

The Government of Canada  
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