

TENDER NOTICE: Hall Rental Coordinator and Facilities Caretaker (1-year contract)

The Kensington Community League invites qualified individuals to submit tenders for the position of a combined role of Hall Rental Coordinator and Facilities Caretaker. This position carries the mantle of ensuring smooth hall rentals and impeccable maintenance of our esteemed community facilities.

Duties:

1. Hall Rental Coordination:

- **Inquiries Management:** Address all inquiries about hall rentals in a timely and professional manner. Liaise with the Community League Executive regarding long term rentals.
- **Scheduling & Tours:** Coordinate schedules for potential renters, offering comprehensive guided tours of the facility.
- **Rental Agreements:** Manage the completion of rental agreements, ensuring all necessary documents are in place and security deposits and fees are collected.
- **Conflict Management:** Keep a vigilant eye on the booking schedule, preventing any overlap or scheduling issues.
- **Post-Rental Checks:** Conduct post-rental evaluations, returning security deposits where deemed fit, and rectifying any rental aftermath.
- **Signage Management:** Ensure proper display and maintenance of hall-related signage.

2. Facilities Caretaking:

- **Premises Inspection:** Execute regular checks for hazards, damages, or repairs, ensuring the hall remains in top condition.
- **Maintenance Oversight:** Handle routine cleaning, maintenance, and small repair tasks, preserving the hall's pristine condition.
- **Contractor Liaison:** Partner with external contractors or service providers for significant repairs or maintenance.
- **Amenities Maintenance:** Ensure amenities, especially restrooms, are well-stocked, clean, and fully functional.
- **Waste Handling:** Manage waste disposal, encompassing regular trash removal and effective recycling.
- **Inventory Management:** Keep a close eye on supplies and equipment inventory, making timely procurement decisions.
- **Regulatory Compliance:** Stay updated on and ensure compliance with all local regulations and safety norms.

Key Details:

- The tender is not just about the cost; while competitive rates are desired, the lowest tender might not be the chosen one.
- Applicants should provide a detailed tender, focusing on their pricing structure and past relevant experience.
- Contract is from November 1st, 2023 – October 31st, 2024

Application Process:

All tenders should be meticulously detailed, highlighting both the proposed cost structure and any relevant past experience. The chosen candidate will be required to provide a Criminal Record Check.

The Kensington Community League places a premium on quality, past experience, and overall value, so the lowest tender won't necessarily be the winning one.

Submission Deadline:

October 15, 2023

Submit To:

Gilles Losier, Vice President

Kensington Community League

PO Box 69031, Kensington Crossing, Edmonton, AB T5L 4Z8

Or online at: [Kensingtoncl.ca/Jobs](https://kensingtoncl.ca/Jobs)

We value every applicant's interest; however, only those shortlisted will be reached out to. Kensington Community League is proud to be an equal opportunity employer, cherishing the diverse backgrounds and experiences of our community members. Applications from every spectrum of society are heartily encouraged.