

Attached below is a copy of the current SCCC Facility Manager Contract and Duties. If you are interested in applying for the contract, please submit your SEALED bid to SCCC Director Gary Vath at Lot A45 or gvath@hotmail.com before
September 24, 2010.

S.C.C.C. COMMUNITY CENTRE MANAGER/EVENT
CORDINATOR/MAINTENANCE CONTRACT

CONTRACT DATE; OCTOBER 1ST, 2010 TO SEPTEMBER 30, 2011

(see attached list of required duties)

THIS CONTRACT IS BETWEEN THE SUNSHINE COMMUNITY
COOPERATIVE CLUB ASSOCIATION KNOWN AS S.C.C.C. AND
_____ KNOWN AS THE CONTRACTOR.

Unless shown otherwise, all duties must be performed daily when required and when applicable before or during or after the public's use of the facilities.

The Contractor will report to the President and/or appointed SCCC board contact all maintenance problems, improvements needed and list of supplies required.

The Contractor is required to produce it's own WCB coverage.

The Contractor is required to produce a certificate of the FVRD Pool Course.

During Spring, Fall and Winter months, less time is required than the Summer, however Spring is pool set up time and Fall is pool shut down time. The Board of Directors may require the Contractor Winter Works Projects. (usually, but not limited to facility improvements) in order to provide the Contractor enough work to justify the contracts' continuation during these periods.

Hours of the Hot Tub and Rec Center are Fri, Sat, Sun, Holidays 11:00am to 9:00pm during Spring, Fall and Winter. Summer is everyday, 11:00am to 9:00pm. Rec center is opened Tues and Thurs from 9:30am to 11:00am for the exercise group.

A leave of absence may be taken by the Contractor, however, this must be agreed to by the Board of Directors. With the exception of emergency situations, such absences must not be taken during the summer season and should be submitted to the Board of Directors at least thirty days prior to any amendment to this rule. The S.C.C.C. Board of Directors may deduct from the Contractor's monthly statement the amount per day usually charged by the Contractor.

The Contractor, may at his/her discretion hire sub-contractors/employees to perform all or part of the contract. However, written permission must be obtained from the S.C.C.C Board of Directors before any work is performed by.

any third party. The exception being the Contractor's wife, husband, immediate family or partner.

While performing his/her duties, the Contractor must not be accompanied by friends, acquaintances, etc. The exception being the Contractor's wife, husband or immediate family partner.

The Contractor will perform all tasks in a timely manner.

The Contractor will receive all instructions from and report directly to the appointed S.C.C.C. Board Member

The S.C.C.C. Board of Directors will have the final say on all major decisions made in the day to day operation of the Club Facilities

The Contractor will maintain and keep the facilities in a clean and tidy condition inside and outside and perform all maintenance when possible.

The Contractor will give one month Notice of Resignation if required before the end of the Contract.

The S.C.C.C. Board of Directors reserve the right to give a one month Notice of termination of the Contract for unsatisfactory performance of duties.

The terms of the Contract are a sum of \$ _____ per month, to be paid every 15th and last day of each month, preferably by direct deposit.

CONTRACTOR

DATE

WITNESS

S.C.C.C. BOARD MEMBER
MEMBER

S.C.C.C. BOARD

S.C.C.C. BOARD MEMBER
MEMBER

S.C.C.C. BOARD

JOB DESCRIPTION FOR FACILITY MANAGER

The following are the duties to be performed by the contractor and is subject to revision. It is understood by the contractor and the S.C.C.C. that the contractor is NOT an employee of the S.C.C.C.

1. POOLS

Clean and maintain pools:

- a) scrub, vacuum, fill, before season starts
- b) maintain appropriate temperature and chemical levels
- c) sweep and clean all pool decks
- d) clean and maintain poolside furniture
- e) repair pool surfaces, pumps, heaters, filters etc. as required
- f) maintain safety/rescue equipment
- g) pools to be checked and in good condition prior to Spring open
- h) maintain bulletin boards
- i) complete winterization to be performed at the end of the summer season (late summer, early fall according to weather)
- j) keep records for each day the pools are in use for the Health Dept. inspection (pool chemicals used, balance, temperature, occupancy, backwash, etc.)

Change Rooms:

- a) scrub, clean and disinfect walls, floors, mats, toilets, sinks, showers, windows.
- b) clean and stock washrooms as required
- c) attend to minor repairs
- d) remove garbage and deliver to local garbage area
- e) painting, minor plumbing, minor carpentry as required,
- f) open and close facilities as per schedule

Security:

Check pool and change rooms frequently (especially on hot days, holidays, weekends) to ensure users are SCCC members in good standing or guest of those members. ~~Tags must be worn.~~

RECREATION CENTRE

- a) sweep and wash all floors as required
- b) clean and dust window ledges and windows
- c) vacuum library
- d) clean and stock washrooms as required
- e) wash chairs and tables, as required.
- f) remove all garbage from site and take to garbage area
- g) make minor repairs as required, report major repair requirements to President or Secretary
- h) minor painting, plumbing, carpentry as required
- i) watch for signs of rodents, set traps and check them
- j) clean and maintain game tables
- k) ensure heaters are on when required, and off when not required.
- l) open and close facilities as per schedule and set up facilities for functions as required
- m) set up and remove tables, chairs, props, as required.
- n) maintain all safety equipment, emergency lights, emergency doors and signs etc
- o) install and remove all signs, Christmas lights etc as required and in a timely manner.

- p) cut grass belonging to SCCC , water and sprinkle as necessary
 - q) during winter months, all emergency exits including the outside stairs must be kept clear of snow. Snow clearing must be performed before all events and scheduled openings. Emergency exits must be checked for safe access and snow removed as required before and while the center is in use. A safe access to the propane tank area on the south side of the facilities must be kept clear of snow to allow a safe escape well away from the facilities in the event of an emergency
- This will conform with Provincial Fire Regulations.

TENNIS COURTS

- a) put up and remove nets to storage
- b) sweep and clean courts, ask fire dept to wash each spring
- c) maintain court fence
- d) minor repairs as needed
- e) remove weeds from courts and fence by pulling or weed killer

PLAYGROUND

- a) maintain equipment and lawn
- b) ensure all is in safe repair
- c) paint/carpentry as needed
- d) repairs as needed
- e) garbage removed and taken to garbage area
- f) remove weeds as required

MANAGEMENT

- a) book keeping - ~~time sheets~~, inventory and maintenance records scheduling
- b) booking for facilities, including rentals (see Function/Rental Sheet)
- c) opening and closing for functions and meetings
- d) putting up and taking down of posters and notices
- e) addressing issues as they come up (directing individuals to those who can assist them)
- f) lost and found
- g) scheduling of maintenance and janitorial duties
- h) monthly report to Board
- i) identify back up person for Board approval

*, Coordinate all SCCC Events

SCCC Facility Manager – Event Coordinator Bid – 2010-2010 Additional Information

The applicant must be able to complete physically demanding work in regards to lawn maintenance, setting up tables and chairs, cleaning the pool etc. This will require lifting of up to 50lbs, walking while carrying loads (weed eating, snow blower operation) and other physical activities.

The applicant is required to be on call 24hrs a day, 7 days a week for emergencies.

The applicant must have a valid drivers license and a vehicle with large carrying capacity such as a pick up truck or a tow cargo trailer. The applicant will be required to transport items for repair such as ride on lawn tractors, snow blowers, lawn mowers and weed eaters. The applicant will be required to get gas and propane to power the various devices and pick up all cleaning and maintenance supplies from Hope and/or Chilliwack.

A ride on Lawn Tractor and Snow Blower is provided. The applicant may be required to provide other tools such as hand gas lawn mower, gas weed eater, garden tools, snow shovels, general repair hand tools.

No additional vehicle allowance or payment for gas is paid and all costs for these items must be included in the applicants monthly bid.

The SCCC may give preference to a group bid with more than one person providing services during the busy summer season.

The SCCC may give preference to SCCC members in good standing.

The SCCC may give preference to residents of Sunshine Valley who live here full time.