
TITLE:	Conversion Supervisor
DEPARTMENT:	Operations
REPORTS TO:	Director of Operations / Operations Manager
TYPE OF POSITION	Part Time, Hourly

JOB SUMMARY: Under direct supervision from the Operations Manager & Director of Operations, the Conversion Supervisor performs oversight of event set-up and tear down, housekeeping, and light maintenance tasks as assigned.

MINIMUM QUALIFICATIONS:

- Strong leadership and organizational skills with the ability to function in a multi-task environment.
- Event conversion experience
- Refrigeration Safety Awareness certificate. (or ability to obtain)
- Valid Forklift certificate.
- Ability to climb stairs and lift 50+lbs

KNOWLEDGE, SKILLS & ABILITIES:

- Forklift ticket from a recognized training institute, program or organization
- Man-lift ticket from a recognized training institute, program or organization
- Must be able to work a fluctuating work schedule that will vary depending on events schedule (including days, evenings, overnights, weekends, holidays, etc.)
- Knowledge of customer service practices
- Able to work in a fast-paced environment and multitask.
- Ability to perform tasks unsupervised as well as leading others.
- Previous conversions and/or general labour experience

DUTIES & RESPONSIBILITIES:

- Directs and coordinates the conversion crew and their activities involved in event conversions.
- Conversions include building preparation during the day and/or night from and to events such as hockey, basketball, concerts, tradeshow, dirt shows etc.
- Enforce all building policies and procedures
- Supervise work assignments of crew
- Ensure conversion personnel are in proper uniform, PPE and condition to work
- Train changeover crews in the proper usage and maintenance of tools and equipment
- Assist in the direction of all work projects of the department
- Work events when directed
- Responsible for the storage and inventory control of all conversion tools and equipment
- Stress safety practices at all times
- All other duties as assigned.

Physical Demands & Work Environment:

- The Conversion Supervisor position is a physically demanding position. The employee must spend the entire time at work standing, walking, lifting heavy objects. The employee is required to do a great deal of stretching and bending, often in awkward positions. The employee will occasionally lift and/or move up to 50 pounds unassisted.
- The noise level in the work environment is usually moderate to loud.

This job description is subject to change.

To apply for this position please either email your resume to
Tyler Rinas, Director of Operations at trinas@abbotsfordcentre.ca,
or by person
ATT: Tyler Rinas – Director of Operations
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