



# CityFolk

## SITE SERVICES

Site Services is responsible for managing pre-festival inventory and purchasing, daily on-site dispatch, delivery, pick-up, providing labour for site set-up, and post-festival inventory and storage.

<p><b>Duties:</b></p> <ul style="list-style-type: none"><li>● Work with festival staff to maintain a ready, easily-accessible store of necessary supplies and materials</li><li>● Ensure required items are delivered to areas in a timely and efficient fashion</li><li>● Support the pickup, delivery, and return of construction materials and site infrastructure</li><li>● Support the set-up and teardown of the site infrastructure</li><li>● Maintain a running tally of quantity and destination of deliveries as well as what is returned</li></ul>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"><li>● Must be <b>18 years of age or over</b></li><li>● <a href="#">Accessibility Standards Customer Service Training</a></li><li>● Heavy lifting will be required</li><li>● Must provide and wear closed-toed shoes in order to meet safety guidelines</li><li>● Willing to work in all types of weather</li><li>● Comfortable working in an environment where there is physical activity as well as slow periods between peak times</li></ul>
<p><b>Skills:</b></p> <ul style="list-style-type: none"><li>● Effective communication skills</li><li>● Strong customer service skills</li><li>● Able to multitask efficiently</li><li>● Excellent interpersonal skills</li></ul>	<p><b>Assets:</b></p> <ul style="list-style-type: none"><li>● Forklift certification is an asset, but not mandatory</li><li>● Willing and comfortable driving a golf cart</li><li>● Bilingualism</li><li>● Trade skills (e.g. carpentry, electrical, plumbing, etc.) and/or truck driving experience an asset, but not mandatory</li></ul>