

PART -TIME JOB

Muenster Community Centre

ADMINISTRATION JOB:

- Accounting, billing, deposits, paying bills, filing, etc.
- Bookkeeping, financial reports, etc.
- Rental Bookings, collect deposits, check for damages, etc.
- Ordering and picking up supplies for the Hall.
- Set-up before functions, head table, funeral lunches, mic system.
- Call React when garbage bins need to be emptied.
- Inspections – Fire and Kitchen inspections.
- Sask. Lottery Grant Reports and Information Service Reports.
- Communication with Board.
- Approximately 10 – 15 hrs. per month)

JANITORIAL JOB:

- General clean up after functions.
- Picking up supplies used for cleaning.
- Approximately 6-12 hrs. per month

The hours are flexible and they will vary from month to month.
Wages are negotiable.

The Board is willing to split the jobs.

Applicants can send resumes to

**Muenster Community Centre
Box 89, Muenster, Sask. S0K 2Y0**

If you have questions, call Jewel @ 306-682-5393 or 306-231-8098
or talk to a Board Member:

Miles Jorgenson, Wendy Benz, Ralph Hofmann, Janice Korte

