Access Monitor, E.J. Pratt Library, Victoria University in the University of Toronto

The primary role of the Access Monitor is to greet and screen all visitors that wish to enter the E.J. Pratt Library building.

Responsibilities:
- Screen all individuals wishing to enter building, verifying electronic and/or printed proof of vaccination through screening tools, including but not limited to: UCheck, T-card scanner, and paper-copy COVID screening forms.
- Assess eligibility for entrance based on provided documentation, allowing or denying entry as per University Vaccination Guidelines.
- Refer individuals to appropriate parties as required.
- Escalate issues to the supervisor for assistance as needed.
- Monitor and maintain capacity limits using in-house system.
- Ensure all persons entering the facility follow proper precautionary measures and wear the correct protective apparel.
- Direct individuals to locations within library as needed.
- Support with tidying commonly used spaces and pathways in the Library.
- Verify that Library guests are compliant with University and Library polices.

Requirements:
- Must be actively enrolled as a student at Victoria University or the University of Toronto.
- Willingness to work both indoors and outdoors and to stand for extended periods of time.
- Must wear required protective items (non-medical masks or face coverings) and be comfortable enforcing the requirement with Library guests.
- Demonstrated strong communication, customer service and interpersonal skills.
- Comfortable using or learning communication technology.
- Thoroughness and attention to detail.
- Flexibility and adaptability.
- Reliability and punctuality.
- Demonstrated ability to work cooperatively with a variety of people in a team environment.
- Demonstrated good attendance and performance records.
- Demonstrates a commitment to customer service when dealing with visitors.
- Demonstrates a commitment to a healthy and safe workplace for self and others.
- Problem solving skills.
- Some evening and/or weekend availability is preferred.

Additional Information: Please note the schedule and hours of work may change due to operational needs.

You are required to abide by the Victoria University Guidelines on COVID-19 Vaccination, which are available at https://www.vicu.utoronto.ca/assets/PDFs/HR/VIc-U-Vaccination-Guidelines.pdf. Full vaccination against COVID-19 is required for all individuals involved in any in-person activities on University premises.

Pay Rate: $15.00 per hour   **Hours:** Up to 10 hours per week

Application Procedure: Send cover letter, resume, and references as a single .PDF file to: access.monitor@vicu.utoronto.ca . Include job title in the Subject line. **Application Deadline**: January 7, 2022. We will, however, start considering applications prior to the deadline. Only those candidates selected for interviews will be contacted.