



Position Title: Part Time - Facility Attendant

Department: Parks, Recreation and Facilities Department

Reports To: Supervisor of Parks, Recreation and Facilities

Status: Seasonal, Part-Time.

This job description is: New Revised X

Job Summary:

Reporting to the Supervisor of Parks, Recreation and Facilities, the Arena attendant is responsible for assisting with a variety of general maintenance, including ice resurfacing duties and cleaning responsibilities.

Specific duties include:

- Assists the Supervisor of Parks, Recreation and Facilities, Lead Hand and Facility Operator to complete room setups, minor maintenance, custodial and cleaning assignments, as required.
- Monitors and maintains cleanliness of the buildings and grounds to ensure high quality standards of the facilities.
- Provides general custodial duties, cleaning of the facilities and facilitates courteous and tactful assistance to the public.
- Providing excellent customer service.
- Reporting any concerns, accidents, and incidents to the immediate supervisor and takes appropriate action.
- Assisting with Special events including preparation, set up and clean up duties.
- Arena duties and maintenance include the following: skate sharpening, cleaning of facilities, ice maintenance duties.
- Provide back up support for the Facilities Custodian to maintain the cleanliness of all municipal owned facilities, assisting with basic general maintenance and administrative duties.
- Perform other duties as assigned.



Job Specifications:

- Excellent customer service is required.
- General cleaning skills are required.
- Abilities to work in varying weather conditions
- First Aid/CPR Certification is an asset.
- Good working knowledge and demonstrated awareness of the Occupational Health and Safety Act, and Workplace Hazardous Material Information System (WHMIS).
- Ability to wear appropriate Personal Protective Equipment (P.P.E.)
- Availability to work flexible hours including days, evenings, weekends and holidays, throughout the year.
- Team player, with good communication and interpersonal skills.
- A valid and clean Ontario G Drivers license is required.
- Ability to work with minimal supervision.
- Must represent the Township in a positive and respectful manner.

Physical Demands and Working Conditions:

- Physical demands require extended periods of sitting, walking, standing as well as shoveling, lifting up to 25 lbs. and handling various types of equipment.
- Working conditions vary including both hot and cold, wind, rain and snow.
- Working with chemicals.
- Availability to work various shifts as required.

Supervisory Responsibilities:

None.

Contacts:

Internal:

Supervisor of Parks, Recreation and Facilities, Operations Lead Hand, Chief Administrative Officer, Department Heads, and other Township employees for the exchange of information to complete work assignments.

External:

With the general public, user groups and community organizations to provide information and assistance, ensuring polite and tactful relations.



I have read this Job Description and understand the job requirements of this position and the expected standards of performance.

Signature of Incumbent

Date

Signature of Supervisor of Parks, Recreation and Facilities

Date