



**RECREATION FACILITIES ATTENDANT
(Seasonal Contract)**

Public Works

Reports to:	Facility Operator
Pay Method	Hourly
Supervises	None
Group Benefits	No
Overtime	Pursuant to Employment Standards
On Call	No

JOB PURPOSE

Assists with day to day operation and janitorial duties of Township owned recreational facilities, including preparation for sporting rentals and customer service.

SPECIFIC DUTIES

Arena:

- Ensures the facility is opened and closed at the scheduled times, including performing a complete and thorough facility check when opening and closing.
- Perform necessary janitorial duties as required, including but not limited to maintenance and cleaning of change rooms, showers, lobby, washrooms, hallways and observation areas;
- Maintain grounds including litter removal.
- Responds to customer needs in a courteous and efficient manner either in person or on the phone;
- Uses excellent interpersonal skills to ensure the orderly conduct of patrons using the recreational facility(ies).
- Other duties as assigned.
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WORK COMPLEXITY

1. Accountability and Decision-Making Authority
Accountable to Arena Operator
Work closely with supervisors to receive guidance and advice
2. Equipment Operation/Materials Handling/Safety Measures
Operates ice making equipment, light janitorial equipment

3. Effort and Working Conditions
Self-disciplined with some supervision, but primarily works alone
Shift work is required including weekends
Involves mental and visual concentration
Requires medium physical exertion
4. Communications/Contacts
Primary contact with members of the Public
5. Mental Demands
Attention to Equipment Operations to ensure safe practices
6. Reports to
Arena Manager or Operations Manager

QUALIFICATIONS

1. Education
Secondary School Graduation Diploma or equivalent
2. Other
Possesses excellent problem-solving skills
Proficient time management skills and flexibility in adjusting between duties
Exceptional customer service skills in dealing with the public
Valid First Aid Certificate an asset
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HOURS OF WORK

Hours per week vary during winter season (September to April). Approximately 35 – 40 hours per week. Will vary depending on ice rentals.

REVIEW/APPROVAL

Current Incumbent(s):		Date:
CAO/Clerk:		Date: