

Arena Attendant

Competition Number: 2022-55

Part Time, Position

Non-Union

The Township of Springwater, located in the heart of Simcoe County, is a mixed urban/rural municipality with growing urban settlements and a prosperous agricultural sector. The municipality is currently recruiting for the part-time, position of Arena Attendant at the Elmvale Community Arena. This position will report to the Supervisor, Facilities.

Position Responsibilities

The usual responsibilities of the position are:

- Greet users, participants, and spectators at the front entrance of the Elmvale Community Arena in friendly fashion, respond to inquiries, direct them to the appropriate area
- Arena Attendant is accountable for the cleaning/disinfecting of dressing rooms and common areas inside and outside of the arenas.
- Arena Attendant is responsible for assisting the Operator's with all aspects of ice maintenance as well as monitoring facility user conduct (i.e., during ice rentals and public skating, moving nets, etc.)
- Clean and disinfect, public areas of arena and dressing rooms, and washrooms (mirrors, sink, toilets, fixtures, floors) touch points of the main entrance area and dressing rooms before and after each group arrival/departure (personal protective equipment will be provided)
- Replenish supplies of toilet paper and hand soap and empty and wash garbage receptacles throughout shift
- Sweep and mop stands, lobby, washrooms and dressing rooms between games/practices
- Collect user fees and supervise patrons during public skating and shinny hockey
- Operate cleaning equipment as required
- Assist with the supervision of scheduled ice and hall rentals, special events, tournaments and programs
- Set-up and take down of tables and chairs for functions held in community facilities
- Assist operator with ice floods as required, filling Zamboni, and moving and pegging nets
- Maintain facility quality and safety by adhering to predetermined safe operating procedures

- Perform winter maintenance, including shoveling snow/snow blowing and salting around the Arena entrances and exits
- Follow and enforce Township policies and procedures and provincial orders under the current regulations from the province or local health unit
- Assist with basic ice maintenance
- Assist arena operators, colleagues and contractors as required

Qualifications and Experience

- Minimum 16 years of age or older
- Completion of Grade 10 required
- Current Standard First Aid and CPR C
- Resourceful and technically oriented, cleaning and facility experience is considered an asset
- Self-motivated, positive, confident, and approachable
- Demonstrated ability to successfully train in new duties is required
- Ability to work with minimal supervision
- Respectful of diverse opinions and perspectives
- Committed to quality customer service and innovation, high standard of public relations
- Excellent interpersonal, mediation, and conflict resolution skills
- Knowledge of or previous experience working with various cleaning supplies and equipment is an asset
- Ability to perform duties in a manner which is consistent with Corporate Goals, Policies and Procedures, Provincial Legislation and Regulations, as well as Public Health Guidelines, Orders and Conditions of Use guidance
- Must be available to work evenings, weekends and/or holidays or events when required
- Criminal Record Check, including vulnerable sector screening, is required

Rate of Pay

Compensation for this position is \$15.44 to \$18.06 per hour plus statutory holidays and vacation pay as per the *Employment Standards Act*.

Hours of Work

This position is a non-unionized part-time, contract position with variable work hours to a maximum of 24 hours per week. Must be available to work evenings, weekends and/or holidays and events.

How to Apply

Apply online by visiting www.springwater.ca/careers and click on **Apply Now** to submit your cover letter and resume for Competition Number 2022-55.

Closing Date: September 14, 2022

Note: Applications that are not submitted online will not be considered. All applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Applicants are responsible for ensuring that they check their email regularly. Personal information is collected under the authority of the *Municipal Act* and is used to determine eligibility for potential employment.

Important: As a condition of hire, all new employees will be required to comply the Township's mandatory COVID-19 Vaccination Policy that is in effect.

The Township thanks all applicants for their interest. Only those candidates selected for an interview will be contacted.

Accessible Accommodations

As an inclusive employer, we are committed to providing a fully accessible recruitment process. Please contact us at any time during the recruitment process and let us know what accessible supports you may need.