

POSITION: Arena Attendant / Ice Maker (Casual)	PAGE: 1 of 3
REPORTS TO: Recreation, Parks and Facilities Manager	Date: August 2019
THIS JOB DESCRIPTION IS: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> EXISTING <input type="checkbox"/> REVISED <input type="checkbox"/> RESCINDED	

JOB SUMMARY:

The Arena Attendant / Ice Maker, under the direction of the Recreation, Parks and Facilities Manager, will perform custodial and general maintenance duties within the Township’s recreational facility. They will also maintain the ice surface and resurfacing.

REPORTS TO: The Recreation, Parks and Facilities Manager or designate

DUTIES AND RESPONSIBILITIES:

Arena Attendant:

1. Assist in the efficient operation of the facility during his/her shift including communicating with the general public.
2. Assists with the set-up/take-down and operation of facilities functions, reception and event rentals.
3. Provides general and custodial maintenance within and surrounding the facility including but not limited to cleaning stands, removing debris, mopping, cleaning dressing rooms, moving of nets for ice resurfacing, etc.
4. Records and communicates to the Parks and Arena Manager or designate any incidents or situations that may affect the safe and efficient operation of the facility.
5. Ensures public safety at all times by following safety procedures and eliminating hazards.
6. Assists the Recreation, Parks and Facilities Manager with minor equipment repairs, as required.
7. Responsible to adhere to Occupational Health and Safety Act and the Municipal Health & Safety Policy.
8. Public Relations

Ice Maker:

1. Ice Maintenance & Resurfacing.
2. Assist in the installation and removal.
3. Refrigeration, Plant maintenance checks.
4. Public Relations
5. Other Duties as assigned by the Recreation, Parks and Facilities Manager

SUPERVISION:

This position does not require the incumbent to supervise or direct the work of others.

CONTACTS:

Internal: With the Recreation, Parks and Facilities Manager or designate and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With the facility patrons and general public to provide information, ensuring polite and tactful relations.

WORKING CONDITIONS:

Frequent exposure to hazardous materials and operating equipment.

Requires good physical condition with the ability to handle some physical efforts and exertion. This position requires the employee to work weekends, early morning and or late evening hours when needed to accommodate user groups.

JOB KNOWLEDGE

- Grade 12 education and two years related experience
- Knowledge of refrigeration, mechanical and electrical equipment, safety and maintenance procedures and custodial services
- Prior experience working with the public in a customer service role considered an asset.
- Valid First Aid, CPR / AED and WHMIS training
- Certified Ice Technician would be an asset
- Customer Service Training
- Valid Ontario Drivers License Class "G"

KEY COMPETENCIES

- Adaptability / flexibility
- Communication
- Organizational Skills
- Customer Focus
- Initiative
- Interpersonal Skills
- Job Knowledge
- Team Work and Cooperation
- Work Independently
- Ability to focus on task at hand, and work within set deadlines

PHYSICAL DEMANDS

- Must lift or carry up to 10 pounds continuously, 50 pounds frequently
- Must be able to work on slippery surfaces frequently
- Must be able to walk long distances on even and uneven surface continuously
- Must be able to work in a variety of climates including extreme cold and warm weather

Chief Administrative Officer

Employee