



TOWNSHIP OF NORTH STORMONT Work Description

Position Title: Arena Attendant (seasonal position)
Supervisor: Arena Manager

POSITION SUMMARY

The Arena Attendant is primarily responsible for ice maintenance (moving nets, minor repairs etc.), janitorial work, plant/compressor log readings, customer service, maintenance of building and areas and services at the North Stormont Arena facility, located in Finch.

RESPONSIBILITIES

1. Opens and closes the Arena facility and ensures that the facility is locked and secured when not in use.
2. Performs regular maintenance of the ice (e.g. moving goal nets, cleaning, painting) and repairs boards and protective glass, as required.
3. Performs janitorial duties at the arena including the lobby, public washrooms, dressing rooms and storage areas in accordance with the schedule posted by the Arena Manager.
4. Operates cleaning equipment.
5. Performs routine maintenance throughout the arena facility (e.g. replacing lightbulbs, shoveling front entrance and walkways, etc.), as necessary.
6. Performs a safety and security check of the facility.
7. Identifies issues that require major maintenance or repair (e.g. ice plant compressor, ice resurfacer) and reports such issues to the Arena Manager.
8. Responds to customer inquiries.
9. Performs other maintenance duties as required.

QUALIFICATIONS

- Possess or be working towards a Secondary School Diploma or equivalent.
- Provide a vulnerable person police check.
- Demonstrate reliable means of transportation to and from work.
- Demonstrate knowledge and experience specifically regarding the ability to work as part of a team and independently.
- Able to work alone.
- Demonstrate the ability to follow procedures both written and verbal.
- Possess problem solving skills.
- Have the willingness to learn and practice in training opportunities while possessing a conscientious attitude towards safety and cleanliness.
- Possess essential customer service skills including a friendly and welcoming demeanor.

- Communicate clearly and effectively.
- Exhibit a focus on customer satisfaction.

The following certifications are considered an asset:

- Emergency First Aid Certificate
- WHIMIS
- Money handling experience

WORKING CONDITIONS

The work is performed in an arena environment. There is a requirement to respond to requests for subject matter information from the Arena Manager, and to inquire from the general public, often involving high-priority issues, short deadlines, concurrent demands and changing priorities which may result in personal stress and frustration.

Physical requirements include bending, lifting, reaching, walking on rough / uneven and slippery surfaces, standing for long periods of time, and working outdoors in inclement weather.