

**POSITION DESCRIPTION**

<b>Position:</b>	Student Arena Attendant	<b>Type:</b>	<b>Non-Union</b>
<b>Incumbents:</b>			
<b>Reports To:</b>	Director of Community Services, Lead Hand		
<b>Date:</b>	September 20, 2021	<b>Next Review Date:</b>	
<b>Positions Supervised:</b>	None		

**PART I - DESCRIPTION OF JOB REQUIREMENTS**

**General Accountabilities**

The Student Arena Attendant provides support and a variety of maintenance operations for the Community Services Department. The position is wide-ranging, encompassing all areas of the recreation facility with the exception of the Ice Plant.

**Specific Accountabilities**

**The following accountabilities are not listed in order of priority:**

**Maintenance & Operations**

1. Assist in cleaning, sanitizing and monitoring Community Hall, Gym, lobbies, dressing rooms, hallways, stands and end zones.
2. Assist in setting up and taking down of Community Hall and Gym.
3. Assist in pre-flooding and post-flooding duties.
4. Perform skate patrol during public skating.
5. Assist in the supervision and monitoring of public skating programs.
6. Works cooperatively with volunteers, partners and other staff. Maintains a positive public representation to the patrons of the facility.
7. Ensures all work is performed in accordance with regulations, policies and procedures and that all required data collection forms and other reports are completed and submitted in a timely fashion.
8. Reports the need for supplies to the Lead Hand.
9. Reports any major defects to equipment, property or processes to the Director of Community Services or designate(s) promptly.

## **Staffing**

n/a

## **Communication**

10. Responds to public inquiries by providing verbal and written information or referring them to the Director of Community Services or designate(s) as required.

## **Policy Compliance**

11. Maintains, organizes and updates records and filing systems as required by legislation and internal policy.
12. Works in compliance with Township and legislated policies, practices and procedures.
13. Complies with all Municipal and Provincial occupational health and safety legislation, regulations, policies and procedures, and must wear all safety apparel as required.
14. Attends necessary and/or approved training, educational workshops, seminars or webinars including the renewal of annual licencing as required.

## **Other**

15. Performs other duties as assigned.

***The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.***

**PART II - THE FOLLOWING SECTION HEADINGS WILL HELP DESCRIBE THE TECHNICAL SKILLS, EDUCATION, EXPERIENCE AND WORKING CONDITIONS UNDER WHICH THE INCUMBENT IS REQUIRED TO PERFORM THE JOB**

## **Technical Skills/Experience**

1. Knowledge of hockey and ability to skate is preferred.
2. Experience working with children is an asset.
3. Demonstrated good communication, attitude, skills and knowledge for the position;
4. Ability to work independently with minimal supervision.

5. The incumbent must provide a criminal check on an annual basis.
6. Ability to maintain confidentiality where mandated or required.

**Education/Training/Licences**

1. Must be a minimum of fifteen (15) years' of age, and enrolled in, or returning to Secondary or Post-Secondary education is required.
2. Possession of valid Standard First Aid/CPR (Level C) is an asset.

**Working Conditions**

1. Must operate equipment and undertake construction and maintenance projects in variable weather conditions.
2. Moderate to heavy physical demands related to manual labour in maintenance of facilities operations.
3. Regular exposure to dirt, dust, oil, grease, noise, vibration, hazardous materials, chemicals and waste.
4. Availability to work shift work, including evenings and weekends as required.
5. Availability to work occasional overtime as required.
6. Occasional exposure to severe weather conditions and urgent equipment issues. Some exposure to deadlines and interruptions.
7. Deals with difficult customers occasionally.

**Signatures**

_____	_____	_____
Date	Incumbent	Manager