



## POSTING

Part-Time Recreation Attendant  
Casual, part-time

***Why Choose Loyalist for Your Next Great Career Opportunity?*** We are in a building phase with new leadership and have a mix of experiences with newer and veteran Operators. Our team is evolving within a workplace that values respect and hard work. We also like to have fun while accomplishing great things for our Residents!

We encourage learning and development and believe a respectful team-based workplace that is effective and safe. We offer excellent pay and benefits, including free counselling services for staff and their families. Beginning in 2023, part-time staff will be eligible for our defined benefit pension plan (OMERS). Service to our community and each other is what we do.

***What do You offer Loyalist as a Recreation Attendant?*** You are a keen and positive person, who loves to work hard. You have experience working in a recreation setting and you value making a difference for the public and your community. You want to contribute to a great team environment where you work collectively to “get the job done”. You are a stickler for safety and believe in the value of taking the time to do it right the first time.

*If this sounds like a great fit to what you are looking for, we would love to hear from you!*

File No: 2022-69 Part-time Recreation Attendant  
Hours: up to 24 hours per week  
Rate: \$18.04-19.40 per hour (\$25.99-28.88 for qualified staff when working in acting role to backfill full-time Recreation Attendants)  
Closing: September 25<sup>th</sup> , 2022, 11:59 p.m.

A detailed job description is below. Please submit your cover letter and resume using the online form by selecting the apply now button:

[APPLY NOW!](#)



## JOB DESCRIPTION

**POSITION TITLE: PART-TIME RECREATION ATTENDANT**

**DEPARTMENT: COMMUNITY & CUSTOMER SERVICES**

**REPORTS TO: PARKS & FACILITIES ASSISTANT SUPERVISOR**

**CATEGORY: NON-UNION CASUAL PART-TIME**

**UPDATED: SEPTEMBER 2022**

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### **POSITION SUMMARY**

This role is an essential part of service delivery to the residents of Loyalist Township. The purpose of this position is to provide a welcoming, safe, and clean environment for recreation users. The position supports full-time staff in completing general maintenance and cleaning for Recreation Services facilities. This includes maintaining ice in the arena. The incumbent is required to be able to operate and perform basic maintenance on related equipment safely and competently.

### **EDUCATION AND EXPERIENCE**

- A valid "G2" driver's license and a satisfactory driving record is required.
- Basic knowledge of maintenance and cleaning techniques.
- Ability to perform minor repairs, painting, and other manual labour as required.
- Knowledge of the provisions of the Occupational Health and Safety Act, including WHMIS.
- Experience in arena and recreation operations is an asset
- Current First Aid and CPR certification would be considered an asset

### **EDUCATION AND EXPERIENCE TO ACT\* AS A FULL-TIME RECREATION ATTENDANT IN ADDITION TO THOSE LISTED ABOVE:**

- A minimum Grade 12 education is required
- A valid "G" driver's license and a satisfactory driving record is required
- Two years' experience in arena operations or equivalent knowledge and skills
- Basic Refrigeration as well as Ice Maintenance & Equipment Operation (ORFA) would be an asset
- Basic computer skills with the ability to utilize a computer for training and operational purposes

## **SKILLS, KNOWLEDGE AND ABILITIES REQUIRED**

- Basic knowledge of maintenance and cleaning techniques, including the use of power cleaning equipment.
- Ability to work independently or as a cooperative member of a team.
- Basic knowledge of general maintenance of operations equipment.
- Ability to provide quality public relations and customer service.
- Awareness of Health and Safety procedures, as per the Health and Safety Act, in the operation and maintenance of Township facilities and equipment.
- Ability to perform minor repairs, painting, and other manual labour as required.
- Ability to participate and successfully complete supplementary training related to Recreation Services (Health & Safety, Propane Handling & Safety, Facility Equipment Operation etc)

## **DUTIES AND RESPONSIBILITIES TO INCLUDE:**

Maintain a high level of cleaning and maintenance to the Recreation facilities by:

- Regular cleaning of washrooms, arena dressing rooms, , hallways, meeting rooms;
- Having a constant awareness of, and attendance to, cleaning needs and litter collection;
- In winter, keeping all entrances, exterior walkways and parking lots free of ice and snow;
- Cleaning and washing windows and walls throughout the Centre;
- Providing cleaning and maintenance of Amherstview Branch Library as directed;

Maintain arena and equipment in good condition by:

- Regular cleaning and maintenance of all public spaces and work areas in arena;
- Maintaining good ice conditions by flooding and scraping as required;

Conducting all duties with an awareness of Township policies by:

- Having and maintaining up to date knowledge of emergency procedures and assisting as required in emergencies;
- Having an awareness of and practicing all Health and Safety regulations;
- Assisting users and spectators at recreation facilities, programs and events and at all times providing good public relations and a positive and helpful attitude;
- Providing input to the operation and maintenance of Township facilities.

**DUTIES & RESPONSIBILITIES TO ACT AS A FULL-TIME RECREATION ATTENDANT IN ADDITION TO THOSE LISTED ABOVE:**

- Providing general maintenance and operation of ice surfacer, edger and other equipment
- Monitoring ice making plant and recording information such as suction pressure, discharge pressure, brine temperature in and out, oil pressure, and other readings

***\*Acting role is to temporarily back-fill permanent full-time Recreation Attendants in order to meet operational needs.***

**WORKING RELATIONSHIPS:**

*Internal:* daily communication with Recreation staff/supervisor, frequent communication with other staff in recreation and parks, occasional communication with other Township employees, human resources.

*External:* residents, recreation facility users, contractors/vendors

**WORKING CONDITIONS:**

- Frequent moderate physical exertion and occasional heavy physical exertion
- Work may include locations with exposure to sensory elements including trash, bodily fluids and smells
- Outdoor work in various and changing weather conditions that include but is not limited to snow, rain, hot and cold temperatures, and wind
- Ability to work shifts during daytime, evening, and on the weekend
- Occasionally may be required to attend meetings, programs, seminars, events which may take place at differently facilities, requiring travel.

*The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.*