



**JOB POSTING**  
**-Arena Attendant-**

The Frontenac Community Arena invites applications for the seasonal call-in Arena Attendant.

**PARTICULARS OF THE POSITION**

This is a seasonal call-in position during the months of September to the end of March.

*Hours are on a call-in basis and would include weekday evenings and weekend shifts when required.*

*\*Specific hours and schedule to be confirmed once position hiring is determined*

**Rate of Pay:** \$23.10/hr + 4% in lieu of vacation. (2025 rate with 2% increase once approved for 2026)

**Application closing date:** Open application

**Please apply to Tim Laprade, Arena Manager at [Frontenac.arena@bellnet.ca](mailto:Frontenac.arena@bellnet.ca)**



## POSTING DESCRIPTION

### -Arena Attendant-

#### SUMMARY

Under the direction of the Arena Manager or delegate, maintains the ice surface, maintains and cleans arena facilities, and operates related equipment for the Frontenac Community Arena.

#### PHYSICAL DEMANDS WORK

Consists of moderate to heavy lifting over 20 kg, climbing, walking, twisting, bending, pushing, pulling, working in awkward positions, and working in all types of weather conditions.

#### TYPICAL DUTIES OR WORK PERFORMED:

- Ensure quality ice resurfacing by flooding, cutting, edging, operating ice conditioning machines, monitoring ice conditions, etc.; to accommodate various activities hockey, figure skating and public skate.
- Refrigeration equipment monitoring and recording plant readings into log books per Technical Standards and Safety Authority (TSSA) or other agencies.
- Perform custodial duties, general maintenance and repair tasks throughout the facility.
- Monitor rink and room bookings to ensure clients with reserved ice time and facility rooms adhere to the confirmed times.
- Maintain simple records such as but not limited to facility use, maintenance schedules, facility concerns, supplies needed and other reports as directed by supervisor.
- Maintain a safe environment for all facility users and workers and report hazards to supervisor.
- Follow and prioritize duties as listed in the Arena Attendant daily task list.
- Provide quality customer service to a wide variety of arena facility users by answering questions, providing assistance with concerns and directing the customers to the correct person.
- Monitor the actions of groups and individuals using the arena facilities, i.e. public awareness of bylaws and regulations.
- Ensure buildings and facilities are vacant and secure at end of day.
- Perform manual duties, including, but not limited to, snow removal, moving tables, chairs, etc.
- Work in an independent capacity and/or group environment.
- Able to deal with difficult customers as a requirement.

**TRAINING AND EXPERIENCE:**

- Must be at least 18 years old
- Related experience in ice making, janitorial and facilities maintenance.
- Experience including operating equipment such as ice resurfaces, tractors, or other related equipment of similar size and complexity.
- Knowledge of basic electrical and plumbing procedures.
- Good working knowledge of WSIB Regulations, as relates to the work involved.
- Ability to work independently and to accomplish tasks and assignments.
- Minimum valid Class G driver's license.
- A Police Vulnerable Sector Check will be required

*The following are Certifications and Training that are considered to be an asset to this position.*

- ORFA Basic Refrigeration Certification
- Certified Ice Technician (CIT) with ORFA is preferred or a TSSA Class B Certificate for Refrigeration
- First Aid training, Public Access Defibrillator (PAD) and WHMIS Certificates

*An equivalent combination of training and experience will be considered.*