



JOB POSTING
-Arena Attendant-

The Frontenac Community Arena invites applications for the seasonal Part Time position of Arena Attendant.

PARTICULARS OF THE POSITION

This is a seasonal position beginning mid-November and concludes at the end of March 2022

Approximately 16-24 hours per week working weekday evenings and weekends.

Hours of Position:

Part Time Attendants work up to 16 hours a week

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

Rate of Pay: \$20.53/hr + 4% in lieu of vacation.

APPLICATION CLOSING: November 5, 2021

Please contact Tim Laprade, Arena Manager to discuss interest in this position.

613-374-2177, 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.