



## INTERNAL/EXTERNAL POSTING

### Part-time Recreation Attendant

Loyalist Township is requesting applications for the following part-time contract position:

File No: LT-73-2018 Part-time Recreation Attendant  
Hours: up to 24 hours per week  
Rate: \$16.27 per hour  
Closing: Open-ended

A detailed job description is below. Please submit cover letter and résumé marked with file number to [jobs@loyalist.ca](mailto:jobs@loyalist.ca).

Loyalist Township is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted. If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351 ext. 100 between 8:30 a.m. – 4:30 p.m. or e-mail [info@loyalist.ca](mailto:info@loyalist.ca).

The Township provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact the Human Resources Manager at [jobs@loyalist.ca](mailto:jobs@loyalist.ca).

**LOYALIST TOWNSHIP**  
**JOB DESCRIPTION**

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

**IMMEDIATE SUPERVISOR:** FACILITIES OPERATIONS SUPERVISOR

**POSITION SUMMARY**

To provide general maintenance and cleaning for Recreation Services' facilities, programs and events.

**EDUCATION AND EXPERIENCE**

- A minimum Grade 12 education is required.
- Experience in arena and recreation operations is an asset.
- Experience in pool operations or a Certified Pool Operators certification is an asset.
- Basic Refrigeration, as well as Ice Maintenance and Equipment Operation (ORFA) Courses, or the commitment to obtain within 12 months from date of hire.
- A valid driver's license and a satisfactory driver record are required. A Class DZ license is considered an asset.
- Must possess or obtain current First Aid and CPR certificates and have knowledge of the provisions of the Occupational Health and Safety Act, including WHMIS.

**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, pool change 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.

**Disclaimer:**

Because of the changing nature of work and work to be done, the job description indicates the general nature and level of work expected of the incumbent. Incumbent may be asked to perform other duties as required.