

<b>Township of Selwyn</b>		
<b>Job Description</b>		
Position:	Arena Attendant (Casual)	Page: 1 of 2
Reports To:	Recreation Facilities Supervisor or Full-Time Facilities Operator On Duty	Date: February 2025
This Job Description is:      _____ New    ____ Existing <u>  x  </u> Revised    ____ Rescinded		

**Job Summary:**

To perform general custodial and general maintenance duties within the Township's recreational facilities.

**Duties and Responsibilities:**

1. Assist in the efficient operation of the facility during his/her shift including communicating with the general public.
2. Assists with the set-up/takedown and operation of facilities for functions, reception and event rentals.
3. Provides general and custodial maintenance within and surrounding the facility including but not limited to cleaning stands, removing debris, mopping, cleaning dressing rooms, moving of nets for ice resurfacing etc.
4. Records and communicates to the Facilities Operator any incidents or situations that may effect the safe and efficient operation of the facilities.
5. Ensures public safety at all times by following safety procedures and eliminating hazards.
6. Assists Facilities Operator with minor equipment repairs, as required.
7. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health & Safety Policy.

**Supervision:**

This position does not require the incumbent to supervise or direct the work of others.

**Contacts:**

- Internal:** With the Manager of Recreation Services, Recreation Facilities Supervisor and co-workers for the purpose of obtaining and sharing information to complete work assignments.
- External:** With the Facility patrons and general public to provide information, ensuring polite and tactful relations.

**Working Conditions:**

Frequent exposure to hazardous materials and operating equipment.

Requires good physical condition with the ability to handle some physical efforts and exertion.

This position may require the employee to work weekends, early morning and or late evening hours to accommodate user groups.

<b>Township of Selwyn</b> <b>Job Description</b>	
Position: Arena Attendant (Casual)	Page: 2 of 2

**Job Knowledge:**

Prior experience working with the public in a customer service role considered an asset.

Prior experience working in an arena environment considered an asset.

**Key Competencies:**

- Adaptability/Flexibility
- Communication
- Customer Focus
- Initiative
- Interpersonal Skills
- Job Knowledge
- Team Work and Cooperation
- Work Independently