



## The Corporation of the Municipality of West Grey Job Posting

**Position:** Recreation Attendant  
**Category:** Part Time (up to 30 hours per week)  
**Salary:** \$22.27 to \$26.05

Applications are now being accepted for the permanent part-time position of Recreation Attendant. To apply, please submit your resume and cover letter to Geoff Aitken, C.E.T., Director of Public Works at [hr@westgrey.com](mailto:hr@westgrey.com) by 4:30 p.m. on May 22, 2024.

### **Job Summary:**

Reporting to the Facilities Superintendent, and under the direction of the Manager of Public Works, the Recreation Attendant will provide general maintenance of municipal facilities owned by the Corporation of the Municipality of West Grey and act as a contact person for rentals.

### **Duties and Responsibilities:**

#### **Maintenance**

- Performs recreation and facilities general maintenance.
- Performs required facility setup and teardown for events and programs.
- Assists with programming and events where appropriate.
- Monitors refrigeration system, performs routine checks and logs all activity in the log book.
- Performs regular ice maintenance with ice resurfer after each rental group.
- Routinely works with hand and power tools, floor scrubbers and ice edgers.
- Operates equipment related to ball diamonds and sport field maintenance
- Completes minor plumbing repairs on buildings and equipment.
- Ensures cleanliness of all parts of the building including public bathrooms and floors
- Assists with seasonal grounds maintenance.
- Ensures all exits and entrances are clear of debris and snow.
- Ensures all exits are accessible and safe, applying sand/salt to avoid ice formation
- Ensures facility kitchens and halls are clean and compliant with relevant standards
- Collects and disposes of garbage throughout various facilities and grounds.
- Reports any major repairs and/or supplies needed.
- Ensures all facilities are appropriately prepared for each rental such as heat, washrooms functional, tables and chairs set up, etc.
- Performs various facility maintenance and upgrades including building repair and painting
- Able to work varying shifts of varying lengths subject to operational requirements. Afternoon and weekend work is a normal expectation.
- Occasional overnight hours may be required.

#### **Security**

- Follows and enforces safety and security procedures.

- Promptly opens facility before and secures the premises after events and programs.

### **Administration**

- Completes time sheets, detailing work completed.
- Maintains a schedule of facilities booked and rented.
- Utilizes booking software for facilities.
- Answers phone and returns calls.
- Collects fees at entrance, records monies and places in safe.
- Ensures Recreation Facilities Superintendent or West Grey office receives completed contracts and daily deposit reports.
- Reports all problems and concerns.
- Maintains billboard of upcoming events.
- Maintains maintenance logs.
- Ability to deal courteously with general public, staff, facility users, suppliers and contractors

### **Public Relations**

- Deals with customers and general public during bookings, events and programs.

### **Other**

- Performs other tasks as assigned by management.
- Complies with policies and procedures of the Municipality of West Grey
- Able to follow oral and written instructions.
- Able to read and follow equipment operation manuals and procedures.
- Understand and follow health and safety policies and use personal protective equipment

### **Qualifications:**

1. Minimum Grade 12 Diploma or G.E.D.
2. Previous customer service and computer skills.
3. Criminal check and drivers abstract required.
4. Sound knowledge of the Occupational Health and Safety Act.
5. Physically able to carry out job duties, including lifting up to 40lbs.
6. Experience operating ice resurfacing equipment and refrigeration equipment considered an asset.
7. First Aid and CPR are required.
8. Smart Serve would be an asset.

### **Our ideal candidate:**

The ideal candidate for this position will possess the following:

- Minimum Grade 12 High School Diploma or G.E.D..
- Valid Ontario Class G Drivers' Licence; clean Driver's Abstract.
- Knowledge and experience in arena and ice-making operations.

- A Criminal Vulnerable Sector check will be required.
- Ability to establish and maintain effective work relationships with customers and other municipal staff, council, other governmental and regulatory officials, private and community organizations and contractors.
- Knowledge of Occupational Health and Safety standards.
- Ability to communicate clearly and comprehensively in person, one-on-one or in groups and in writing via reports and email.
- Ability to use Microsoft, Outlook and other computer software.

### **Equal Opportunity Employer**

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001 and will only be used for candidate selection. Questions about this collection should be directed to the clerk of the Municipality of West Grey at (519)-369-2200

We are an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code; the Municipality of West Grey will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in any recruitment, selection and/or assessment process, please inform the municipality of any accommodations(s) that you may require in respect to any material or processes used to ensure your equal participation.