

POSITION: Recreation/Arena Attendant
CATEGORY: Seasonal, part-time
WAGE: Pay Band 6 (\$25.33/hour to \$29.63/hour)

Applications are now being accepted for seasonal, part-time Recreation/Arena Attendants. To apply, please submit your resume and cover letter to hr@westgrey.com by 3:00 pm on Thursday, August 21st, 2025.

ABOUT THE MUNICIPALITY OF WEST GREY

With a population of over 13,500 the Municipality of West Grey is the largest geographic municipality in Grey County (876 square kilometres), with the River Styx and Rocky Saugeen, Beatty Saugeen and South Saugeen Rivers being the connecting links between our rural communities of Elmwood, Durham, Neustadt and Ayton.

The Municipality delivers key services to our fast-growing population including two water systems; three landfill sites; three library branches; several community centres, arenas and parks; three fire stations; West Grey Police Services; 114 bridges; 700+ kilometres of roads and 23+ kilometres of sidewalks.

JOB OVERVIEW

Reporting to the Facilities Supervisor, the Recreation/Arena Attendant is responsible for assisting full-time staff in the daily maintenance, operation, and cleaning of municipal recreation facilities and grounds. This includes seasonal support for the arena, ball diamonds, playgrounds, parks, tennis courts, and various municipal halls. The Recreation/Arena Attendant plays a key role in ensuring a clean, safe, and welcoming environment for the community and visitors, particularly during events, and facility and arena rentals.

JOB DETAILS

Key Responsibilities

- Provide excellent customer service and maintain positive public relations with patrons and facility users.
- Monitor and record arena refrigeration equipment readings in designated logbooks.
- Perform maintenance and basic care of facility equipment including the ice resurfer, ice edger, kitchen, and cleaning tools.
- Clean arena surfaces, lobbies, halls, kitchens, bars, and meeting rooms.
- Assist in the installation, maintenance, and removal of the ice surface.
- Complete general facility maintenance tasks and dispose of garbage following events.

- Perform light office duties, including processing rental invoices, collecting payments, and managing phone messages.
- Remove snow, ice, and debris from facility entrances and exits to ensure safety.
- Follow all opening and closing procedures, ensuring facilities are securely locked after use.
- Comply with all Municipality of West Grey policies, procedures, and safety protocols.
- Reference and complete duties outlined in the facility task sheets.
- Perform other related duties as assigned by management.

KNOWLEDGE, TRAINING AND QUALIFICATIONS

- Strong interpersonal skills and ability to interact professionally with the public.
- Ability to work independently and as part of a team in a fast-paced environment.
- Must be available to work evenings, weekends, and holidays, especially during hockey season and for events.
- Physical ability to perform manual tasks including lifting, cleaning, and operating machinery.
- Previous experience in facility operations, customer service, or janitorial work considered an asset.
- Basic mechanical knowledge of arena and kitchen equipment is an asset.
- Familiarity with safety procedures, WHMIS, and workplace health and safety practices an asset.
- Valid G-class driver's license

WORKING CONDITIONS

This position includes regular interaction with members of the public. Work is performed both indoors and outdoors in varying weather conditions. May be exposed to loud noises, cold temperatures, and cleaning chemicals. This is a seasonal position and evening and weekend work is required, especially during the fall and winter recreation seasons. Work occurs primarily at Municipality of West Grey recreation facilities located in Durham, Ayton and Neustadt.

EQUAL OPPORTUNITY EMPLOYER

The Corporation of the Municipality of West Grey is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, Aboriginal status, or any other legally protected factors. Disability-related accommodations are available on request for candidates taking part in all aspects of the selection process.