

Position: Recreation/Arena Attendant

Category: Contract for winter season, part-time, up to 29 hours per week

Starting approximately late August or early September until the ice is removed, Durham Arena (March), Ayton Arena (April-May)

Salary: Pay Band 6 (\$25.84/hour to \$30.22/hour)

Applications are now being accepted for the vacant, winter season contract, part-time position of Recreation/Arena Attendant.

Deadline for applications: Friday, August 7, 2026, at 3:00 PM

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

- Provides excellent customer service and maintains positive public relations with patrons and facility users.
- Monitors and records arena refrigeration equipment readings in designated logbooks.
- Performs maintenance and basic care of facility equipment including the ice resurfacer, ice edger, kitchen, and cleaning tools.
- Cleans arena surfaces, lobbies, halls, kitchens, bars, and meeting rooms.
- Assists in the installation, maintenance, and removal of the ice surface.
- Completes general facility maintenance tasks and dispose of garbage following events.

- Performs light office duties, including processing rental invoices, collecting payments, and managing phone messages.
- Removes snow, ice, and debris from facility entrances and exits to ensure safety.
- Follows all opening and closing procedures, ensuring facilities are securely locked after use.
- Complies with all Municipality of West Grey policies, procedures, and safety protocols.
- References and completes duties outlined in the facility task sheets.
- Performs 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 is considered an asset.
- First Aid Training and Working at Heights are considered an asset.
- Valid G-class driver's license
- Must obtain a Criminal Vulnerable Sector Police Check.

WORKING CONDITIONS

This position is based on site at a Municipal facility, in temperatures that could be cold, hot, and/or humid. Evening and weekend work will be required. This role requires interaction with the public and the incumbent should be prepared to deal with occasional stressful encounters. Use of Personal Protection Equipment will be required (e.g. hard-hat, safety boots, etc.). This position has a wide variety of physical tasks including walking, running, sitting, lifting, crouching or kneeling for extended periods of time, and the incumbent must be able to lift, push, pull, or carry (50lb) objects, use abdominal and lower back muscles to provide support over time without fatigue. The position requires the ability to work with tools and regularly works near moving mechanical parts. Good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination is required. The position may have loud noise levels occasionally. 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.

HOW TO APPLY

Interested individuals having these qualifications are encouraged to email a cover letter and resume to: hr@westgrey.com

We thank all applicants who apply, however, only those considered for an interview will be contacted. It is the policy of the Municipality that all persons considered for employment are required to provide the Municipality with a criminal record check by the police force responsible for the jurisdiction of their residence. The Municipality of West Grey is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, West Grey will provide accommodations to all applicants with disabilities throughout the recruitment, selection and/or assessment process. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.