



## EMPLOYMENT OPPORTUNITY

### COMMUNITY SERVICES - ARENA ATTENDANT ASSISTANTS, ADULT 1-2 PART-TIME POSITIONS (6-7 month contract)

The Township of Uxbridge is seeking highly motivated and mature individuals to fill our Arena Attendant Assistant (Part Time) Positions, responsible for assisting with the maintenance and operation of the Arena and Community Centre facility. Successful candidates will work primarily weekend and evening shifts and may be required to work on holidays. Up to 24 hours of work per week, dependent on schedule needs, at an hourly rate of \$17.97- \$21.02 per hour.

#### **Duties and Responsibilities:**

Working under the supervision of Arena Lead Hand and Full-Time Arena Attendants, the Attendant Assistant will be responsible for:

- Assist with building maintenance, preventative maintenance and repairs, ice maintenance, and janitorial duties;
- Assist in cleaning, sanitizing, and monitoring dressing rooms, hallways, lobbies, and stands;
- Assist in pre- and post-flooding duties;
- Provide patrons with quality customer service, information, and direction; and
- Perform additional related duties as requested.

#### **Education, Skills, and Certifications:**

- Minimum Grade 12 education;
- Previous experience in arena and recreation facilities operations, maintenance and associated equipment use;
- Experience operating an ice resurfacing machine and performing floods an asset;
- Ability to understand verbal and written instructions to perform all assigned duties;
- Demonstrate the ability to work both independently and as part of a team, take initiative and have good communication skills;
- Ability to deal courteously and effectively with the public, staff, suppliers, contractors, and other departments and levels of government;
- Proven ability to work effectively in a fast-paced environment;
- Available and willing to work flexible hours, including weekends, evenings, and holidays;
- Physically able to perform all activities in this area of work (i.e. lifting, climbing and working above ground level on ladders, scaffolds, upright lifts, etc.); and
- Valid 'G2' Class Driver's License or higher.

If you are interested in joining our team, please forward your resume and cover letter, specifying the role you are applying for, to Hunter Gardner, Arena and Recreation Manager at [hgardner@uxbridge.ca](mailto:hgardner@uxbridge.ca), or mail/deliver to the secure drop-box located outside Township of Uxbridge Municipal Offices (51 Toronto Street South, Uxbridge, ON L9P 1T9). Resumes will be accepted until **Tuesday, October 4, 2022, at 4:00 p.m.**



We thank all those who apply, however only those candidates selected for an interview will be contacted.

*This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township of Uxbridge's "COVID-19 Vaccination administrative Policy". Successful candidates are required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*