



**JOB POSTING  
-Arena Attendant-**

The Frontenac Community Arena invites applications for the seasonal position of Arena Attendant

**PARTICULARS OF THE POSITION**

This is a seasonal position beginning early September and concludes at the end of March 2018. *Approximately 1100 total hours for the season.*

**Hours of Position:** Attendants work up to 40 hours a week with 2-3 week day shifts (3pm to 11pm) and 2 weekend shifts (alternating between 7am- 3pm and 3pm-1pm) every week. Applicants must be available to work every weekend.

**Rate of Pay:** \$17.40-\$18.97/hr (depending on experience) + 4% in lieu of vacation.

**APPLICATION CLOSING:** August 11, 2017

***Please contact Tim Laprade, Arena Manager to discuss interest in this position.***  
613-374-2177, [Frontenac.arena@bellnet.ca](mailto:Frontenac.arena@bellnet.ca)

***A detailed job description is available below.***



## **POSTING DESCRIPTION**

### **-Arena Attendant-**

#### **SUMMARY**

Under the direction of the Arena Manager or delegate, maintains the ice surface, maintains and cleans arena facilities, and operates related equipment for the Frontenac Community Arena.

#### **PHYSICAL DEMANDS WORK**

Consists of moderate to heavy lifting over 20 kg, climbing, walking, twisting, bending, pushing, pulling, working in awkward positions, and working in all types of weather conditions.

#### **TYPICAL DUTIES OR WORK PERFORMED:**

- Ensure quality ice resurfacing by flooding, cutting, edging, operating ice conditioning machines, monitoring ice conditions, etc.; to accommodate various activities hockey, figure skating and public skate.
- Refrigeration equipment monitoring and recording plant readings into log books per Technical Standards and Safety Authority (TSSA) or other agencies.
- Perform custodial duties, general maintenance and repair tasks throughout the facility.
- Monitor rink and room bookings to ensure clients with reserved ice time and facility rooms adhere to the confirmed times.
- Maintain simple records such as but not limited to facility use, maintenance schedules, facility concerns, supplies needed and other reports as directed by supervisor.
- Maintain a safe environment for all facility users and workers and report hazards to supervisor.
- Follow and prioritize duties as listed in the Arena Attendant daily task list.
- Provide quality customer service to a wide variety of arena facility users by answering questions, providing assistance with concerns and directing the customers to the correct person.
- Monitor the actions of groups and individuals using the arena facilities, i.e. public awareness of bylaws and regulations.
- Ensure buildings and facilities are vacant and secure at end of day.



- Perform manual duties, including, but not limited to, snow removal, moving tables, chairs, etc.
- Work in an independent capacity and/or group environment.
- Able to deal with difficult customers as a requirement.

**TRAINING AND EXPERIENCE:**

- Must be at least 18 years old
- Related experience in ice making, janitorial and facilities maintenance.
- Experience including operating equipment such as ice resurfaces, tractors, or other related equipment of similar size and complexity.
- Knowledge of basic electrical and plumbing procedures.
- Good working knowledge of WSIB Regulations, as relates to the work involved.
- Ability to work independently and to accomplish tasks and assignments.
- Minimum valid Class G driver's license.
- A Police Vulnerable Sector Check will be required

***The following are Certifications and Training that are considered to be an asset to this position***

- Certified Ice Technician (CIT) with ORFA is preferred or a TSSA Class B Certificate for Refrigeration
- Propane Handling Certification
- First Aid training, Public Access Defibrillator (PAD) and WHMIS Certificates

*An equivalent combination of training and experience will be considered.*