



## THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

### FACILITY ATTENDANT, PART TIME COMMUNITY SERVICES - PARKS & RECREATION

Under the direction of the Manager of Recreation Facilities and/or the Facility Coordinator, performs general maintenance, custodial duties and program requirements as assigned within Community Services facilities or other assigned municipal facilities. Facilities may include arenas, pools and spa, community halls, skateboard parks, Park Washrooms, Elora ball diamonds, and other facilities associated with Community Services and/or within the Township.

#### Major Duties & Responsibilities:

- Perform general care taking duties in the overall facility such as cleaning floors, wet mopping, operating power cleaning equipment, cleaning glass, collection and disposing of garbage both inside and outside the facility, setting up and taking down equipment, and cleaning and clearing the building entrance ways and emergency exits of snow and ice as required.
- Maintain washrooms, change/dressing rooms and associated areas daily in a sanitary condition including cleaning, disinfecting, removing garbage and replenishing supplies of toilet paper, soap, etc.
- Responsible for the detailed cleaning which consists of stripping and waxing all the floors within the facility.
- Operate small tools/equipment, tractor and the ice resurfer in a safe and appropriate manner.
- Perform duties associated with the safe operations and maintenance practices of the refrigeration plant and associated equipment. This includes legislated compressor checks.
- Maintain appropriate work records including incidents and accidents reports, time sheets and other documentation and sign off as required.
- Perform general labour, maintenance and repair activities at all Community Services facilities and grounds including but not limited to baseball diamond and skateboard parks.
- Perform pool/spa maintenance duties such as vacuuming and back washing the pool, washing the deck, monitoring and recording conditions of pool water chemistry as required.
- To ensure that all facilities and equipment are safe, ready for use, maintained in good repair, efficiently and effectively operated for the convenience and enjoyment of patrons and the public.
- Ensures quality customer service in all aspects of facilities operations consistent with department and corporate standards.
- Perform other related duties as directed.

#### **QUALIFICATIONS:**

- Minimum of two (2) years' experience in facility operations or equivalent experience.
- Effective customer service and professional communication skills are an asset in this position.
- Part time hours include a variety of shifts during the day, evening, weekend, and statutory holidays to ensure continued service to the public.
- Must possess a valid Class 'G' Driver's License and maintain a clean driver's abstract.
- Applicants are required to work safely and productively with minimal supervision.

**Hourly Wage:** \$28.16 per hour [2023 rates]

**How to Apply:** Interested applicants are invited to submit their cover letter and resume in MS Word or PDF format by email to [careers@centrewellington.ca](mailto:careers@centrewellington.ca) by June 4, 2023, at 11:59 p.m. Please quote job posting '2023-028' in the subject line.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at [www.centrewellington.ca](http://www.centrewellington.ca) and search the Job Opportunities link. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. No phone calls please.

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.*