



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

FACILITY ASSISTANT, PART TIME COMMUNITY SERVICES – RECREATION FACILITIES

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

Under the direction of the Manager of Recreation Facilities and/or the Facility Coordinator, the Facility Assistant ensures 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. Specifically, the Facility Assistant provides day to day maintenance of facilities and housekeeping services for the Centre Wellington Community Services and Jefferson Elora Community Centre consistent with corporate and department standard operating procedures.

Major Duties & Responsibilities:

- Assists fulltime and part time facility attendants with the ongoing maintenance and operation of the facility
- Moves nets during ice surface flooding
- Assists with ensuring safe access and exit to the facility by ensuring all entrances, walkways, and exit door are free of ice, snow, or other debris
- Reports all safety, program, and participant issues to facility attendant or Facility Coordinator
- Assists in hall set ups
- Monitors public skating program
- Ensures all rules are being followed while monitoring
- Assists full time and part time Facility Attendants with cleaning of the interior and exterior of the facility including seating areas, pool area and change rooms, glass doors, arena glass, lobbies, dressing rooms, offices, weight room, fitness room, banquet halls, meeting rooms, and washrooms
- Other duties as assigned

Minimum Qualifications and Requirements:

- High School Diploma (or in the process of acquiring)
- Experience in maintenance/operations and customer service
- Excellent customer service and interpersonal skills
- Excellent communication skills in both verbal and written
- Must be able to work independently and perform work with minimal supervision
- Must possess good team skills and have a focus on quality customer service
- Must be enthusiastic and motivated
- Possess or willing to obtain WHIMS certification
- Must have or willing to obtain First Aid & CPR/AED certification, if required
- Must have the ability to skate

- Part time hours include a variety of shifts during the day, evening, weekend, and statutory holidays to ensure continued service to the public

Hourly Wage: \$17.75 per hour (2025 Rate)

How to Apply: Interested applicants are invited to submit ONE document, including a Resume (cover letter optional) in MS Word or PDF format by email to careers@centrewellington.ca by September 1, 2025, at 11:59 p.m. Please quote job posting 2025-48 in the subject line.

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. All qualified internal candidates will be interviewed before external candidates are interviewed. We thank all those who apply; however, only those candidates selected for an interview will be contacted.