



TOWNSHIP OF MULMUR

POSITION TITLE: Arena Attendant

REPORTS TO: Public Works Foreperson

1. SUMMARY OF DUTIES

- Responsible for daily management and operation of the community centre and surrounding grounds, including maintenance, housekeeping, daily rentals, ice maintenance and other duties as assigned by the Public Works Foreperson
- This is a part-time season position that lasts approximately 6-7 months during ice operations (October to April)

2. ICE PLANT, ICE RESURFACER ROOM, MAINTENANCE ROOMS

- MANDATORY Daily inspection of water operating equipment and notation in appropriate manuals
- Ensure safe operation of all equipment
- Storage areas to be kept clean and orderly
- Perform such maintenance as may be required from time to time to ensure safe and reliable operation of all equipment

3. QUALIFICATIONS REQUIRED

- Is aware of and performs work in accordance with the *Occupational Health and Safety Act* and Municipal policies and procedures
- Valid G driver's licence

4. NORDUFF ROOM

- Ensure kitchen and bar area are kept clean and tidy
- Clean room after events, wash and wax floor as required
- Put table and chairs away and clean washrooms, table, chairs, windows and walls as required
- Ensure halls and stairs are clean and in good repair

- General maintenance as required in accordance with the Foreperson's list of directed repairs
- Ensure good communication with user groups and other staff so that commitments made to renters is carried out

5. DRESSING ROOMS, STANDS, PUBLIC AREAS DOWNSTAIRS

- Dressing rooms to be cleaned between each rental
- Washrooms and showers to be kept clean and scrubbed
- Lobby areas to be swept and mopped daily in season
- Stands to be swept down daily
- All garbage to be carried out daily
- Ensure windows, trophy cases and walls are kept clean
- Maintenance tasks as required to keep the facility in good repair

6. GENERAL

- No switching of shifts without permission from the Public Works Foreperson
- A staff member must be present at all times when the arena is being used by any user
- Collection and remittance of funds to the Foreperson if needed, and all remitting funds MUST be issued a receipt