



TOWNSHIP OF MULMUR

POSITION TITLE: Junior Arena Attendant

REPORTS TO: Public Works Foreperson

1. SUMMARY OF DUTIES

- The Junior Arena Attendant supports the Arena Attendants by assisting with the daily operations of the arena, including cleaning, ice maintenance, and other duties as assigned by the Public Works Foreperson.
- This is a part-time seasonal position, typically running from October to April during ice operations (approximately 6–7 months).

2. MINIMUM QUALIFICATIONS

- Currently enrolled in or holds an Ontario Secondary School Diploma (or equivalent).
- No previous experience required; however, experience in customer service or in arena and recreation operations is considered an asset.
- Must have reliable transportation.

3. KNOWLEDGE, SKILLS & ABILITIES

- Basic knowledge of maintenance and cleaning techniques.
- Current First Aid and CPR certification is an asset
- Ability to perform minor repairs, painting, and other manual labour.
- Familiarity with the Occupational Health and Safety Act, including WHMIS.
- Passionate about providing exceptional customer service experiences.
- Team player with the ability to work independently.
- Detail-oriented, proactive and able to manage time effectively.
- Flexible availability, including evenings, weekends, and statutory holidays.

4. KEY RESPONSIBILITIES

- Assist Arena Attendants with ice maintenance activities.

- Provide on-ice skate monitoring during key public programs to ensure participants' safety.
- Move and peg nets for flooding as required.
- Maintain a safe and welcoming environment for patrons.
- Provide courteous and professional customer service.
- Enforce facility rules and policies respectfully.
- Regular cleaning of washrooms, change rooms, hallways, public areas and the Norduff room.
- Monitor and address litter and recycling needs.
- Keep entrances clear of ice and snow during the winter.
- Clean windows and walls throughout the facility.
- Follow all Health and Safety regulations and assist during emergencies.
- Support users and spectators at events with a positive and helpful attitude.

5. 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 Public Works Foreperson's list of repairs and tasks to be completed.
- Ensure good communication with user groups and other staff so that commitments made to renters are carried out.

6. 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 as required to keep the facility in good repair.

7. GENERAL

- No switching of shifts without permission from the Public Works Foreperson.
- Collection and remittance of funds to the Foreperson.
- Issue receipts for all funds collected.