



## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

<b>JOB TITLE:</b> Arena Assistant I	<b>CLASSIFICATION:</b> Casual Contract
<b>DEPARTMENT:</b> Parks, Recreation & Culture	<b>SALARY LEVEL:</b> \$15.50/hr (2018 rate)
<b>LOCATION:</b> Nobleton Arena, King City Arena, Trisan Centre	

### JOB PROFILE:

#### Function:

Reporting to the Arena Lead Hand, this position assists in the maintenance of the arena, auditoriums/multi-purpose/program rooms, the implementation of public skating and performs general janitorial tasks within the Facilities.

#### Reports to:

- Arena Lead Hand

#### Supervision Responsibilities:

- N/A

#### Duties and Responsibilities:

- Ensures facility is clean, required set up is complete and customer needs are met, including general janitorial duties.
- Ensures compliance with Township standards and government regulations, and ensures appropriate maintenance records are completed.
- Monitors and regulates recreational skating activities.
- Ensures a safe skating environment and assists with the public skating patrol.
- Interacts with staff and the general public.
- Participates in the planning and implementation of special events.
- Some cash handling duties.
- Performs other duties that are in accordance with the position.

#### Education/Experience:

- Current First Aid/CPR would be an asset.
- Good problem solving, communication and organizational skills.

- Effective customer service skills to deal courteously and effectively with user groups, participants, the general public and Township staff.

**Conditions of Employment:**

- Required to work in an arena environment and occasionally required to work outdoors in inclement weather.
- Exposure to boiler room, ammonia/refrigeration plant room and very cold conditions regularly.
- Work in a safe manner and in compliance with the *Occupational Health and Safety Act* and its regulations.
- Will be required to be physically active and work with tools.
- A clear Vulnerable Sector Screening.
- Available to work evenings and weekends.

**Application Process:**

Qualified candidates are requested to forward their resume by to:

Email: [hr@king.ca](mailto:hr@king.ca)

Mail: Human Resources 2585 King Rd. King City, ON L7B 1A1.

Please include the name of the position you are applying as well as your availability in your application (start/end date).

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Department Head: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Supervisor (if applicable): \_\_\_\_\_

Date Approved: \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date Signed: \_\_\_\_\_