



THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Arena Assistant II	CLASSIFICATION: Casual Contract
DEPARTMENT: Parks, Recreation & Culture	SALARY LEVEL: \$18.00/hr (2018 rate)
LOCATION: 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 ice surface(s), auditoriums/multi-purpose/program rooms and performs general janitorial tasks within the Facilities.

Reports to:

- Arena Lead Hand

Supervision Responsibilities:

- None.

Duties and Responsibilities:

- Implements a developed ice maintenance program.
- **Operates the ice resurfacing machine.**
- Ensures facility is clean, required set up is complete and customer needs are met, including general janitorial duties.
- Assists with minor repairs within scope of abilities and training.
- Completes maintenance log books and other reporting systems.
- 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.
- Responds to enquiries and/or resolves complaints from participants, residents, department and Township staff and the general public with regard to recreation services.
- 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.
- Experience in an arena setting and/or refrigeration equipment 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.

Period of Employment:

September 2019 – April 2020

Application Process:

Qualified candidates are requested to forward their resume by to:

Email: 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).

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____