



**THE CORPORATION OF THE TOWNSHIP OF KING
JOB DESCRIPTION**

JOB TITLE: Attendant I - Facilities	CLASSIFICATION: Seasonal, Contract
DEPARTMENT: Community Services	SALARY LEVEL: \$17.10 /Hour (2024 Rate)
LOCATION: Township Owned Buildings	

JOB PROFILE:

Function:

Under the supervision of the Lead Hand – Facilities / Operator II - Facilities, assist with the maintenance of all amenities of assigned facility to ensure the building is clean and safely operated at all times. Assists with the implementation and patrol of public access programs while maintaining a safe, enjoyable environment for all users.

Reports to:

- Lead Hand – Facilities; Operator II – Facilities, Attendant III - Facilities

Supervision Responsibilities:

- None

Duties and Responsibilities:

- Assist in maintaining safe and tidy spaces, performing janitorial tasks, and ensuring equipment is setup, taken down and stored appropriately.
- Assist in maintaining facility, grounds, equipment, and amenities (including but not limited to picking litter, snow/ice removal, washing and striping floors, washing/cleaning windows and doors, cleaning washrooms, change rooms, emptying garbage, etc.)
- Responsible for the safe and efficient operation, and care of tools and equipment.
- Liaise with the public with a positive customer service approach to provide information regarding the facility, to arrange room rentals, etc.
- Assist with the setup and takedown of event spaces for functions (e.g., programs, socials, trainings & meetings, etc.)
- Monitor user functions to ensure that building security is maintained and the rental contract is adhered to.
- Assist with checking and monitoring mechanical systems.

- Supervise participants, ensure their safety, and maintain complete vigilance to minimize risks, and be ready to respond at all times.
- Maintain a safe, enjoyable, and inclusive program environment for all participants by educating and enforcing program rules.
- Ensure all participants are equipped with proper personal protective equipment (e.g., helmet) when required.
- Report all concerns, accidents and incidents to the Lead Hand – Facilities / Operator II - Facilities and take appropriate action.
- Complete administrative duties in a timely manner (e.g., accident/incident reports, shift duties checklists, etc.).
- Understand, adhere to, and enforce Corporate Policies & Procedures, Confidentiality Guidelines, Emergency Procedures and Health & Safety Standards for all participants and staff.
- Attends meetings/trainings as required.
- Some cash handling duties.
- Performs other duties that are in accordance with the position.

Education/Experience:

- Current Standard First Aid with CPR-C, or ability to obtain within one (1) month of onboarding.
- 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 indoor arena and recreation environment and occasionally required to work outdoors in inclement weather.
- Must attend mandatory training and maintain required certifications.
- Work involves mental and visual concentration with frequent interruptions.
- Exposure to boiler room, ammonia/refrigeration plant room and very cold conditions regularly.
- Will be required to be physically active and work with tools and cleaning equipment.
- Must have CSA approved Work Boots / Helmet / Skates* (*when necessary).
- Must have the ability to work independently or as a team.
- Must wear appropriate Personal Protective Equipment (P.P.E.) as required.
- Required to work shift work and variable hours including, evenings, weekends, holidays, and special events.
- Work in a safe manner and in compliance with the *Occupational Health and Safety Act* and its regulations.
- Performed work & work location will be generally constricted to a geographic area/specific facility, however, may alter based on conditions and needs of the division/department.