



Making life better in King

**King is Hiring  
Attendant I – Facilities  
(Seasonal, Contract)**

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Lead Hand – Facilities, Operator II – Facilities and Attendant III - Facilities, the Attendant I - Facilities is responsible for the following:

- 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.

The successful applicant will possess:

- 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.

Wage Rate: \$17.70 /Hour

Qualified candidates are requested to forward their resume to [hr@king.ca](mailto:hr@king.ca) by **4:30 pm on December 19, 2025**

Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit [www.king.ca](http://www.king.ca) for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.