



The Corporation of the Township of Alnwick/Haldimand

Employment Opportunity

Located within the rolling hills of Northumberland County and bordered by Lake Ontario in the South and Rice Lake in the North, the Township of Alnwick/Haldimand. Currently, we are looking to fill the following vacancy:

Arena Operator – Part-Time, Contract

October 2023 – April 2024

Hourly wage: \$17.14 – 20.56 per hour

Reporting to the Parks & Recreation Foreman, the Arena Operator position will be responsible to assist with arena operations including ice maintenance, cleaning the facility and collecting fees for weekly programs. Shifts will be days, evenings and weekends, hours will vary.

Qualifications & Skills:

- Class G driver's licence with a clean drivers abstract considered an asset
- Available to work days, evenings and weekends as required
- Excellent customer service and communication skills are required
- General cleaning skills required
- Experience with ice making and ice maintenance equipment considered an asset

Duties & Responsibilities:

- Operate equipment including, but not limited to, ice making, ice maintenance, janitorial, and building maintenance;
- Performs duties including but not limited to assisting in the installation and removing of ice, flooding, ice painting, shaving, edging and building;
- Responds and proactively addresses customer service issues in a courteous and efficient manner;
- Identify hazards and take corrective measures. Inform the Parks and Recreation Foreperson of potentially dangerous situations, unmaintained areas, incidences or occurrences that would affect the safety of the staff or general public;
- Performs set-up and tear downs for special events.
- Garbage collection
- Ensure all ice doors are closed for flooding
- Ensure dressings rooms are cleaned after rentals
- Open and close the facility, ensuring that alarms are set and doors are locked/unlocked, etc.
- Cleaning of indoor facilities (sweep, wash floors, vacuum, wash windows/doors, clean washrooms/change rooms, empty garbage, etc.)
- Document housekeeping duties performed on checklist provided
- Collect money for one-time programs including; but not limited Public Skating, Puck and Stick, and etc.
- Other duties as assigned

The successful candidate will be required to submit a satisfactory Police Record Check prior to the commencement of employment.

Interested applicants are invited to submit their cover letter & resume in confidence no later than **4:00pm on October 20, 2023**, to:

Erin Andrus, Payroll & HR Coordinator
Township of Alwick Haldimand
10836 County Road #2, PO Box 70
Grafton, ON, K0K 2G0
Email: hr@ahtwp.ca
Subject Line: Arena Operator

We thank all applicants for their interest, however, only those selected for an interview will be notified. If you wish to apply for more than one job, please apply to each position individually.

The Township of Alwick/Haldimand is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please note that accommodation are available, upon request, to support prospective applicants with disabilities when applying for jobs and during the interview and assessment process. If you require an accommodation, we will work with you to meet your needs. Please email your request to eandrus@ahtwp.ca or call 905-349-2822, Ext:28. Alternative formats of this job posting are available upon request.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended.