



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:

Facility Attendant – Part-Time, Casual

Hourly wage: Minimum wage

Reporting to the Parks & Recreation Foreman, the Attendant position will be responsible to assist the Arena Operators with arena operations by moving nets, cleaning the facility and collecting fees for weekly programs. Attendants may on occasion be responsible to assist with the custodial and maintenance of other municipal facilities including Alnwick Civic Centre, Fenella Community Hall and Vernonville Community Centre. Responsible to address and respond to inquires from the public and facility users to ensure compliance with health and safety requirements in all aspects of their work. Shifts will be evenings and weekends, hours will vary.

Qualifications & Skills:

- Class G driver's licence with a clean drivers abstract considered an asset
- Available to work evenings and weekends as required
- Employee to provide own CSA approved safety footwear
- Excellent customer service and communication skills are required
- General cleaning skills required
- Trustworthy and dependable

Duties & Responsibilities:

- Move nets while operator is flooding ice surface and peg down nets, if required
- 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.
- Set-up meeting rooms for user functions including wedding, dances, etc.
- Communicate and provide information to public and user groups as required, monitor user functions to ensure that the rental contract is adhered to
- 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: Facility Attendant

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.