



The Township of Alnwick Haldimand is now accepting applications for:

POSITION: ARENA ATTENDANT – TEMPORARY PART-TIME (4 Positions available)

WORK TERM: OCTOBER 2020 THROUGH APRIL 2021

HOURLY WAGE: \$14.00

HOURS: 0-24 HOURS PER WEEK

POSITION SUMMARY:

Reporting to the Manager of Parks & Recreation and the Arena Operators, the **Arena Attendant** position will be responsible for the safe day to day operation of the Haldimand Memorial Arena & Park.

QUALIFICATIONS & EXPERIENCE REQUIRED:

- Customer service experience
- Knowledge of basic arena operations
- Standard First Aid and CPR “C” certification with AED training
- WHIMIS training
- Available to work evenings and weekends as required

JOB RESPONSIBILITIES:

- Open and close the facility, ensuring that alarms are set and doors are locked/unlocked, etc.
- Clean and maintain the facility (disinfect, sweep, wash floors, vacuum, wash windows/doors, clean washrooms/change rooms, empty garbage, etc.)
- Set-up meeting rooms for user functions including weddings, dances, etc.
- Communicate and provide information to the public and user groups as required, monitor user functions to ensure that building security is maintained and the rental contract is adhered to
- Maintain the building grounds (i.e. shovel snow, clear ice, salt sidewalks)
- Assist Operators during ice resurfacing
- Other duties as assigned

Interested applicants are invited to submit their resume in confidence no later than **4:00pm on Friday September 18th, 2020** to the attention of:

Chris Curwin

Township of Alnwick Haldimand
Parks & Recreation Manager
10836 County Road #2, PO Box 70
Grafton, ON, K0K 2G0
Email: ccurwin@ahtwp.ca