



<b>Job Title:</b>	<b>Facility Attendant (Non-Unionized Seasonal)</b>
<b>Last Revised:</b>	<b>February 14, 2018</b>
<b>Department:</b>	<b>Community Services</b>
<b>Reports to:</b>	<b>Lead Hand / Working Foreperson</b>

**PURPOSE OF THE POSITION:**

The Facility Attendant assists in the daily operations, set up and maintenance of municipal recreation facilities and parks within the Township of North Glengarry. This position requires minimal use of computers.

**KEY DUTIES AND RESPONSIBILITIES:**

- Maintains effective and co-operative liaison with other department staff and deals with all contacts in a courteous, friendly and efficient manner to promote a high standard of customer service and public relations at all times.
- Participates in keeping all areas of the facility neat, clean and safe at all times. These duties include, but are not limited to, sweeping and mopping the rink restrooms, locker rooms, shower areas, lobby, meeting rooms, bleachers, and removing trash, changing lights, and cleaning rink glass.
- Assists with the set-up and break-down for events booked in the municipality's facilities.
- Moves the goal nets with the pins before and after the ice resurfacers passes (arena positions only).
- Assists with sports field maintenance, such as ball diamonds, tennis courts, and soccer fields, and coordinate the cleaning of public change rooms within the municipality's park facilities.
- Follows all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.
- Other duties as assigned, including assisting other service areas when required.

**POSITION QUALIFICATIONS:**

- Ability to work as part of a team, manage time effectively in order to work on a number of projects and tasks simultaneously, and prioritizing accordingly.
- Good problem-solving skills.
- Skilled in, or willing to learn, the operation of recreation-related machinery/computers/booking software required in the day to day operation of the facility.
- Knowledge of health and safety practices including WHMIS and current standard First Aid CPR Certificate are an asset.
- Knowledge of regulations and legislations pertaining to parks and recreation are an asset.

- Ability to interact effectively and courteously with all levels of staff and contacts in a Customer Service focused environment; build cooperative, collaborative working relationships with internal and external customers.
- Knowledge of basic computer functions.

**OTHER REQUIREMENTS:**

- Valid class G driver's license is required for the Facility Attendant functions only.
- Willingness to work flexible hours as required including some evenings and weekends. Working conditions may include outside work in inclement weather.
- French and English (oral and written) would be considered assets.
- First-Aid and CPR certification would be considered assets.
- Must provide a current Police Record Check.

The forgoing description reflects the key duties, responsibilities and qualifications for the position and shall not be construed to be all of the work requirements of the position.

**ACCESSIBILITY:**

The Township of North Glengarry is committed to providing quality goods and service that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals' are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs.