



Job Title:	Part-time Facilities Attendant
Last Revised:	August 7, 2025
Department:	Community Services
Reports to:	Lead Hand

POSITIONS AVAILABLE:

Part-time Facilities Attendant – Glengarry Sports Palace (1 Vacancy)

Part-time Facilities Attendant – Maxville & District Sports Complex (2 Vacancies)

Salary: Ontario Minimum Wage Rates

Length of Employment: September to April

The Township of North Glengarry is seeking independent, enthusiastic, dynamic individuals to fill Facilities Attendant part-time positions at the Glengarry Sports Palace and the Maxville & District Sports Complex. The position may be required to also work at the Tim Horton's Dome when required. The successful applicant(s) will be required to work flexible hours during the evenings and weekends.

To apply please submit your resume and cover letter **by 12:00 pm (noon) on August 22, 2025:**

Stephanie MacRae
Director of Community Services
Township of North Glengarry
3720 County Road 34
Alexandria, ON K0C 1A0
Email: csdirector@northglengarry.ca

Please specify in your application whether you are applying to work at the Glengarry Sports Palace or Maxville & District Sports Complex.

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 restrooms, locker rooms, shower areas, lobby, meeting rooms, bleachers, and removing trash, storing equipment, 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 resurfacer passes.
- 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 legislation 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:

- Ability 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:

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. The Township of North Glengarry is an Equal Opportunity Employer. The Township will endeavor to accommodate a candidate in all parts of the hiring process. Applicants need to make their needs known in advance.