



Job Title:	Facility Attendant
Location:	Tim Hortons Dome (202 St. George St. West, Alexandria, ON)
Job Type:	Part-Time Seasonal (September to May)
Rate of Pay:	\$17.60/hour
Department:	Community Services
Reports to:	Working Foreperson
Last Revised:	July 2026

POSITION SUMMARY

The Facility Attendant supports the daily operation of the Tim Hortons Dome Indoor Sports Complex by providing exceptional customer service, maintaining clean and safe facilities, assisting with event set-ups, and supporting facility bookings and rentals. The successful candidate will be a reliable team player who is comfortable performing facility maintenance duties, interacting with the public, and using recreation management software to support facility operations.

KEY DUTIES AND RESPONSIBILITIES:

- Maintain a clean, safe, and welcoming environment throughout the facility, including recreation areas, washrooms, spectator areas, and common areas.
- Perform routine custodial duties, such as garbage removal, cleaning, and reporting maintenance concerns.
- Assist with the setup and takedown of equipment and spaces for programs, rentals, and special events.
- Provide courteous and professional customer service to facility users, renters, community groups, and the public.
- Utilize the Community Services Department booking software to manage facility reservations, update rental information, process booking changes, and respond to customer inquiries.
- Process payments and other customer transactions in accordance with Township procedures.
- Follow all Township health and safety policies and report hazards, incidents, or unsafe conditions.
- Assist other Community Services operations as required and perform additional duties assigned by the supervisor.

POSITION QUALIFICATIONS:

- Strong customer service, communication, and interpersonal skills.
- Ability to work independently and as part of a team.
- Good organizational and problem-solving abilities with the capacity to manage multiple tasks.
- Basic computer skills and ability to learn booking and point-of-sale software.
- Experience in recreation facilities, customer service, cash handling, or facility maintenance is considered an asset.
- WHMIS, First Aid, and CPR certifications are considered assets.
- Bilingualism (English and French) is considered an asset.

OTHER REQUIREMENTS:

- Ability to work flexible hours, including evenings and weekends.
- Ability to perform physical duties.
- 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 accessible employment opportunities and accommodations throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Accommodations are available upon request.

TO APPLY:

To apply, please submit your resume and cover letter by 12:00 pm (noon) on August 13, 2026 to csdirector@northglengarry.ca.