



Facility Attendant

Seasonal Contract Position
Competition #2021-18

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 9,000 located on the southerly tip of beautiful Georgian Bay. The Recreation and Community Services Department is looking for a Facility Attendant to assist with the maintenance of the Penetanguishene Memorial Community Centre and other municipal facilities and Town parks, ensuring that they remain in good condition and safe and clean for public use.

Duties include but are not limited to:

- Respond to general facility user inquiries and needs including ice users, recreation program attendees, visitors and individual room bookings.
- Assist with implementing COVID-19 provincial requirements such as screening patrons.
- Patrol ice surface during public skating watching for any undesirable or unsafe skating practices and whistle down any such behavior on the ice.
- Cleans washrooms, lobby, dressing rooms, and community rooms. Disinfects high touch points.
- Ensures that Arena events are controlled in a safe and orderly manner and the general public abides by Arena rules and regulations.
- Complete minor repairs on park buildings, playgrounds, facilities and property as directed by the Facility Manager or designate.
- Mow and trim grass, prune shrubs and trees, collect litter from parks and facilities.
- Provide assistance to the Recreation and Events Coordinator with room bookings and special events held at the Community Centre or in the parks.
- Collect information regarding hall rentals and open ice and floor time.
- Assist Facility Operators with maintaining ice surface by moving nets or completing manual repairs.

Required Qualifications:

- Current certification in Standard First Aid and CPR Level C
- Requires the ability to work evenings and weekends
- Bilingualism is an asset
- Working knowledge of Health and Safety practices and WHMIS is an asset
- Good interpersonal, public relations, and communication skills.
- Punctual and reliable, with the ability to receive direction and carry out duties in accordance with policies and procedures.

Compensation: The current rate of pay for this position is minimum wage as per the Employment Standards Act, plus 4% vacation pay. The hours of work will be up to 20 hours per week, until April 2022.

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on October 15th, 2021**, to the Human Resources Department by email hr@penetanguishene.ca.

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.