



Employment Opportunity

Casual Facility Attendant, Community Services

Fall/Winter Season 2022/2023

The Town of Essex is currently accepting resumes for the position of Casual Facility Attendant, Community Services. The Casual Facility Attendant will be the second person on duty and will assist in the day-to-day cleaning and maintenance duties of the arena facilities and provide support and assistance to regular staff.

Minimum Qualifications:

- Must be at least 16 years of age by September 2022
- Current Standard First Aid/CPR with Automatic External Defibrillator Certification
- Basic knowledge of cleaning apparatus and machinery
- Skills in general clean and maintenance as well as the ability to handle cleaning solutions, supplies and equipment
- Ability to work in a team environment and independently as needed
- Strong interpersonal skills, flexibility to deal with diverse individuals and confidence to address conflict situations
- Ability to work outdoors in any weather conditions
- Must be available to work weekends, night shifts and holidays as required
- Good oral and written communication skills
- Good customer service skills
- Neat and tidy appearance
- Self-motivated individual with strong organizational and time management skills

Special Requirements:

- Must supply and wear CSA safety footwear
- Work clothing – clean, neat appearance; must wear orange, fluorescent jacket or vest when required

- Once hired, as a condition of employment, Casual Facility Attendants must provide at their own expense, a satisfactory Vulnerable Sector Police Clearance and a satisfactory Driver's Abstract from the Ministry of Transportation

Interested and qualified candidates are invited to submit their applications in confidence no later than Monday, August 29th, 2022 at 4PM.

Mail or In Person:

Manager, Human Resources
33 Talbot Street South
Essex, ON N8M 1A8

Email:

hr@essex.ca

The Town of Essex is an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes and will accommodate the needs of applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA). Accommodation may be provided in all parts of the hiring process.



Fall/Winter Season Casual - September 2022 to March 2023

Position Title:	Casual Facility Attendant
Division:	Parks and Facilities
Supervisor:	Manager, Parks and Facilities/Assistant Manager, Facilities and Harbour
Wage:	\$15.00 per hour
Hours:	Up to 16 hours per week. Must be available to work weekends, evenings, and holidays
Location:	Essex Centre Sports Complex/Harrow Colchester South Arena

Position Summary:

Casual Facility Attendants will be the second person on duty and will assist in the day-to-day cleaning and maintenance duties of the arena facilities and provide support and assistance to regular staff.

Duties:

Cleaning and Maintenance:

- Perform general cleaning and maintenance duties including but not limited to hallways, vestibules, stairways, entrances (inside and outside), lobby area, meeting/community rooms, dressing/change rooms, washrooms, and shower units
- Washing floors, walls, windows, glass entrances, tiling, stairs, and woodwork
- Sweep, strip, and wax floors using mechanical floor cleaner
- Vacuum carpets
- Empty and clean refuse and recycling containers
- Pick up garbage, litter and recycling material and dispose of in a proper manner
- Paint when required
- Replace lights

Facilities:

- Greet the public in a friendly manner as they arrive and depart

- Ensure facilities are prepared for users
- Provide ongoing supervision of the facility to ensure safe use and to support senior staff on any action or activities which may be occurring that may be deemed unsafe, rowdy or dangerous
- Complete all required reports (accident/incident, facility logs, statistics, etc.) with neat and legible writing
- Ensure information given to the public is accurate and complete and provide accurate re-direction should you not be able to respond to the question or query
- Become familiar with the municipal programs and facilities
- Follow all procedures for the proper opening and securing of rooms, doors, and facilities
- Safely mark off and/or put safety barriers up and clean up any spills or liquids which may cause a fall or trip hazard
- Set-up and take down meeting and community rooms as required

Other:

- Sharpen skates as requested by customers (Harrow Arena only)
- Collect any monetary fees owed and ensure proper handling of all monies collected as per Department policy
- Learn and uphold department operating policies and procedures as they relate to all recreation programs and good customer service
- Follow all applicable legislation as it applies to workplace health and safety
- Any other duties that may be assigned

Working Conditions:

- Occasional exposure to the elements, hazardous conditions, and materials
- Working in arena where temperature is cooler
- Occasional working outdoors in cold weather conditions
- Frequent dealings with the general public
- Occasional exposure to unpleasant or irate people
- Interruptions due to operating problems and unavoidable changes in priorities and plans

Minimum Requirements:

- Must be at least 16 years of age by September 2022
- Current Standard First Aid/CPR with Automatic External Defibrillator Certification
- Basic knowledge of cleaning apparatus and machinery
- Skills in general clean and maintenance as well as the ability to handle cleaning solutions, supplies and equipment
- Ability to work in a team environment and independently as needed
- Strong interpersonal skills, flexibility to deal with diverse individuals and confidence to address conflict situations
- Ability to work outdoors in any weather conditions
- Must be available to work weekends, night shifts and holidays as required
- Good oral and written communication skills
- Good customer service skills
- Neat and tidy appearance
- Self-motivated individual with strong organizational and time management skills

Special Requirements:

- Must supply and wear CSA safety footwear
- Work clothing – clean, neat appearance; must wear orange, fluorescent jacket or vest when required
- Once hired, as a condition of employment, Casual Facility Attendants must provide at their own expense, a satisfactory Vulnerable Sector Police Clearance and a satisfactory Driver's Abstract from the Ministry of Transportation