



# Job Posting - Arena Assistant

The Town of Cobourg is currently looking for Arena Assistants to be responsible for assisting the Arena Attendants with the operation of the Facility by moving nets, cleaning the facility and assisting with building maintenance. This part time position can be assigned up to 24 hours per week.

The primary duties for this position include:

- Move nets while operator is flooding ice surface. Peg down nets, if required. **ALWAYS BE AWARE OF WHERE THE ZAMBONI IS ON THE ICE AND NEVER GET TOO CLOSE**
- Make sure all ice doors are closed when flooding
- Clean dressing rooms after rental is finished
- Ensure garbage and recycling in auditoriums and lobby is dumped approximately once every two (2) hours. If pail is half full or more, dump.
- Check washrooms once every two (2) hours and clean, replace toilet paper, etc.
- Check garbage in stands once every two (2) hours. If containers are half full or more, dump and put in new garbage bag
- Check garbage containers at front of both Arenas once per shift. If containers are half full or more, dump
- Assist with exterior building maintenance as needed. This work may include property maintenance such as lawn mowing, string trimming, snow and ice removal, and debris/garbage collection.
- Document housekeeping duties performed on checklist provided and initial.
- Perform any functions deemed necessary by Arena Attendant or Facility Manager

#### **EDUCATION/EXPERIENCE/SKILLS:**

- Trustworthy and dependable
- Excellent verbal communication skills, effective customer relation skills
- A valid driver's licence with a clean driver abstract will be considered an asset
- Experience with small equipment, pallet forks and hand tools will be considered an asset
- Must obtain a Satisfactory Criminal Record Check upon employment

#### **HOURS OF WORK:**

- This is a part-time hourly position up to 24 hours per week which includes evenings and weekends

#### **WORKING CONDITIONS:**

- To perform the duties of this position the employee must be able to walk, stand and sit for moderate periods of time; lift up to 40kg; climb ladders up to 20 rungs
- May occasionally involve outside environments where noise, heat, cold and non-sanitary environments are present.

#### **WAGE:**

This position is governed by the Town of Cobourg's collective agreement with CUPE Local 25. The wage will be \$20.99/hr.

Interested applicants for this position should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [humanresources@cobourg.ca](mailto:humanresources@cobourg.ca). We thank all applicants however only those selected for an interview will receive a response.

*In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.*