



The Corporation of the Town of Cobourg

Arena Attendant Casual Non-Union

Basic Function:

The **Arena Attendant (Casual)** is primarily responsible for moving and pegging nets and light cleaning of the Arenas.

Responsibilities:

1. Move nets while operator is flooding ice surface. Peg down nets, if required
2. **ALWAYS BE AWARE OF WHERE THE ZAMBONI IS ON THE ICE AND NEVER GET TOO CLOSE**
3. Make sure all ice doors are closed when flooding
4. Clean dressing rooms after rental is finished
5. Ensure garbage and recycling in lobby and upper stands are dumped approximately once every two (2) hours. If pail is $\frac{3}{4}$ full or more, dump
6. Check washrooms once every two (2) hours and clean, replace toilet paper, etc.
7. Check garbage in stands once every four (4) hours. If containers are $\frac{3}{4}$ full or more, dump and put in new garbage bag
8. Perform any functions deemed necessary by Arena Operator
9. Document housekeeping duties performed on checklist provided and initial

Working Conditions and Hours of Work:

This position will work varied shifts dependent on ice schedule and involves a variety of physical labour. May involve outside environments where noise, heat, cold and non-sanitary environments are present.

- **Physical demands:** May be required to walk on uneven and/or slippery surfaces. The position may require bending, lifting and/or carrying heavy objects, climb stairs and ladders. Occasional strenuous physical activity may result in muscle fatigue or strain.
- **Environmental conditions:** The Arena Student may experience changing temperatures from building to ice surface. The position will be exposed to occasional unpleasant fumes, dirt, hazardous substances, and/or loud noises associated with cleaning duties, facility and ice maintenance, etc.
- **Mental Demands:** The Arena Student may occasionally have to manage a number of requests and tasks at one time and must be prepared to deal with a variety of people and occasional stressful situations associated with working with the general public.

Education/Experience/Skills Training:

- First Aid and CPR-AED certification required within 3 months of hire...Preference will be given to those who have First Aid and COR-AED certification
- Vulnerable Sector Check required upon hire
- Ability to perform maintenance, janitorial and other facility operational duties
- Must be able to work independently as well as part of a team
- Ability to maintain a professional demeanor at all times when dealing with the public and volunteers. Physically capable to perform general labour and maintenance duties as well as skating for public skating monitoring
- Must be able to handle multiple tasks at one time

Working Relationships (Internal and External):

- The Arena Attendant (casual) will have contact with the public on a regular basis.



The Corporation of the Town of Cobourg

This position will be paid in accordance with ESA rates. Interested applicants should forward their resume in confidence to the attention of:

Human Resources Department

Corporation of the Town of Cobourg

55 King Street West

Cobourg, ON K9A 2M2

Email: careers@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.