



## Grand Valley & District Community Centre Part Time Facility Operator (Seasonal)

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**Department:** Arena

**Position Title:** Part Time Facility Operator (Seasonal)

**Reports To:** Recreation Facilities Manager

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### PURPOSE OF POSITION

The Grand Valley & District Community Centre is currently seeking qualified individuals to fill the position of Part Time Facility Operator. This seasonal position is responsible to perform the day-to-day general operations and maintenance of the arena. The pay range for this position is \$22.01 - \$25.01 per hour.

### Major Responsibilities

- Overseeing and supporting part-time facility maintenance staff, concession staff, and contractors when on-site
- Operate the ice resurfer and other specialized equipment, including ice edger, power tools, cleaning equipment, and various grounds equipment.
- Be responsible for opening and securing building(s) and follow lock up procedures, cash handling, booking of rentals.
- Maintaining an awareness of all scheduled activities and events; staff needs to ensure appropriate spaces are ready for use and maintenance supports are in place as needed
- Provide information regarding programs and facility rentals, assist in arranging room rentals, tours etc.
- Monitor user functions within the building to ensure that asset security and public safety is maintained, and the rental booking is adhered to
- Assist with set-up and take down of various functions, programs, and events
- Clean and maintain facility: sweep, wash and vacuum floors, wash windows and doors, clean washrooms and change rooms, empty garbage, etc.
- Complete administrative duties in a timely manner (e.g. log books and checklists, incident/accident reports, deposits)
- Maintain building grounds, shovel snow, clear ice in winter, litter picking, etc.
- Proper use and storage of all required chemicals, cleaning materials and equipment on-site, in a safe manner including compliance with WHMIS procedures
- Work in compliance with the Occupational Health and Safety Act, applicable legislation, regulations, statutes, and departmental

policies/procedures/practices and operational guidelines, and perform safe work practices

- Provide cash handling and supervision support for facility programs and rentals
- Performs other duties as assigned

## Position Requirements

### Education

- High school graduate
- Valid Ontario non-probationary Class “G” driver’s license
- Valid First Aid, CPR & AED Certification.
- Propane Handling Certification an asset

### Experience

- Experience using ice resurfer, edger and various power and hand tools is an asset
- Strong customer service, organization, and decision-making skills
- ORFA Basic Refrigeration an asset

### Job Skills

- Ability to work independently and as a member of a team
- Ability to successfully complete Propane Certification training
- Basic computer skills using corporate-standard software
- Sound skills in, customer service, communication and problem-solving to deal effectively and courteously in all aspects of the position
- Available for emergency, on-call, and after-hours response and to quickly access, take control and respond to emergency situations
- Available to work flexible hours including days, evenings, weekends, and holidays
- Submit or agree to a Vulnerable Sector Criminal Record Check
- Submit or agree to a driver’s abstract/record

### **Please submit resume and cover letter to:**

Grand Valley & District Community Centre

90 Main Street North

Grand Valley, ON L9W 5S7

Or by email marked CONFIDENTIAL to [jallen@townofgrandvalley.ca](mailto:jallen@townofgrandvalley.ca)

For further information or inquiries, please contact the Arena at 519-928-2830.

We thank all applicants for their interest; however, only those being considered for further screening shall be contacted. Personal information received in response to this posting shall be used only to determine eligibility for employment and managed in accordance with the Municipal Freedom of Information and Protections of Privacy Act. If accommodation is required during the application or screening process, it will be made available upon request.