

POSITION TITLE: FACILITY ATTENDANT

DEPARTMENT: COMMUNITY SERVICES

DIVISION: RECREATION & CULTURE

SECTION: SPORT & COMMUNITY DEVELOPMENT

GENERAL SUPERVISOR: COMMUNITY & EVENT DEVELOPMENT COORDINATOR

AFFILIATION: NON-AFFILIATED **GROUP:** 2

POSITION SUMMARY: Under the general supervision of the Community & Event Development Coordinator, supervises and oversees the operation of the Splash Pad, Skating Rink and Water Garden Pavilion at Prince Arthur's Landing.

MAJOR RESPONSIBILITIES:

1. Opens and closes facility as per procedures.
2. Maintains a safe facility for program participants, groups, and volunteers.
3. Answers telephone and in-person inquiries concerning the operation and services at the facility.
4. Completes forms related to time-sheets, accidents, unusual events, complaints and water chemistry to comply with Ontario Health guidelines.
5. Participates in staff meetings and training as required.
6. Advises supervisor of any equipment maintenance or replacements needed.
7. Performs cleaning duties in the Water Garden Pavilion and around the splash pad/skating rink area.
8. Conducts pool tests and user statistics.
9. Provides assistance with room set up as required.
10. Responsible for lock-up of equipment.
11. Performs public relations functions, including conducting facility tours and providing information relating to facility programs and services and general facility information.
12. Administers first aid as required, responds to emergency situations and completes the necessary forms relating to unusual events/incidents/accidents; reports same to Supervisor.
13. Performs such other related duties as may be assigned.

QUALIFICATIONS:

Education/Experience:

- Must have secondary school diploma
- Must also have some office experience, including working with a computer.

Skills/Abilities:

- Ability to communicate effectively and concisely, both orally and in writing
- Ability to deal with the public in a courteous and tactful manner
- Demonstrated customer service skills
- Ability to work independently with minimal supervision
- Ability to problem solve
- Computer skills and experience
- Working knowledge of the *Occupational Health & Safety Act* as it applies to this work

CONDITION OF EMPLOYMENT:

- Will be required to work days, evenings, weekends and holidays
- Within 15 days of receiving a conditional offer of employment, must successfully obtain and maintain a valid standard first aid with CPR C certification
- Must undergo a successful Criminal Record and Judicial Matters Check (CRJMC)

TERMS OF EMPLOYMENT:

- Part-time
- Irregular hours including evenings, weekends and holidays

PREPARED BY: L. PRENTICE

APPROVED BY: L. MACPHAIL

EFFECTIVE DATE: JUNE 2, 2012
HOUSEKEEPING: JUNE 9, 2014
JULY 1, 2014 (REORG)
FEBRUARY 8, 2018
(REORG)
SEPTEMBER 4, 2018
(PRC)
OCTOBER 18, 2019
OCTOBER 6, 2020
(REORG)
MAY 30, 2022 (REORG)

FOR HUMAN RESOURCES USE ONLY			
E	SS		HC