

Position Description

Position Title: **Arena Attendant – Part Time (0 to 40hrs/wk)**

Reporting Relationship: Reports to the SSJ Arena Manager and Program Director

Purpose of Position: 1. Maintains building facilities, which include an arena, ice Surface, rental hall, food booth, ball field and grounds.

2. Prepares reports, and performs other tasks and assignments as directed by the Arena Manager and Program Director.

3. Delivers the community programs (ie baseball, ball hockey)

TASKS:

Daily Operations (unless otherwise noted):

1. Maintains the arena facility in a clean and safe manner, which includes sweeping and washing floors, cleaning washrooms, cleaning dressing rooms and cleaning bleacher areas.
2. Makes ice and operates the Ice Resurfacers and Ice Edgers to maintain ice surface for public use
3. Performs frequent inspections to ensure that all facilities and equipment associated with the use of the ice surface is safely and adequately maintained for use i.e. time clock, players gates, protective glass, goal nets, scoreboard, et cetera.
4. Ensures the adequate maintenance of the exterior of the arena and facilities, with particular regard to removal of snow or debris from entrance and emergency exits, cleaning up of litter, regular inspections for damage and vandalism.
5. Performs maintenance and repairs on building and equipment as required and keeps appropriate records of maintenance.
6. Performs winter maintenance as required for snow removal and application of de-icing materials at the entrances and exits to the facility along with clearing of the drive lane to the utilities.
7. Identifies and troubleshoots mechanical and technical problems. Performs repairs to equipment and facilities where necessary within the scope of qualifications.
8. Conducts pre-operation checks on equipment and cleans, lubricates and fuels equipment as required.

Job description creation: October 17, 2024

Last Review of job description: January 16, 2025

Based on current Sundridge-Strong-Joly Arena agreement

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9. Works on constructions projects such as new dressing rooms, new boards and new flooring.
10. Paints a variety of internal and external surfaces.
11. Assist with repairs and operates refrigeration equipment.
12. Grooms and maintains ball field to the specifications of the Arena Manager and Program Director.
13. Collects public skating admission fee and submits to the Arena Manager and Program Director.
14. Set up and tear down for events as directed.
15. Complies with arena policies and procedures.
16. Performs other tasks as assigned by Arena Manager and Program Director.

Job/Certifications Required (or willingness to obtain):

- Refrigeration Ticket
- Compressor Room Entry
- Zamboni certificate
- Mechanical Room
- First aid and CPR and Defibrillator
- Working from Heights
- Occupational Health & Safety Training
- WHMIS
- Acceptable Criminal Record Check
- Acceptable Vulnerable Sector Check

Computer Programs:

- BookKing Software

Working Conditions:

- Hours are determined on the basis of up to a 40 hour bi-weekly schedule at the direction of the Arena Manager and Program Director based on operational requirements.
- Exposure to extremes of summer and winter is a regular part of this position.
*Manager and/or Staff have the ability to use best judgement to adjust operations and duties based on the weather extremes.

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- The position demands a large degree of flexibility regarding working hours (ie weekends and evening events in the arena facility and delivery of recreational programming).
- There is some physical risk associated with this position (ie ice plant work, on ice, operation under high voltage and/or with high pressure ammonia gas).

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