



<b>Job Title:</b>	<b>Seasonal Arena Attendant</b>	<b>Department:</b>	Recreation Department
<b>Reports to:</b>	Arena Working Foreman	<b>Union/Non-Union</b>	Union
<b>Salary Class:</b>	Level 2 – Custodian/Customer Service/Ice Entry	<b>Position Type:</b>	Seasonal

**Job Description**

**ROLE AND RESPONSIBILITIES**

THE POSITION OF ARENA ATTENDANT IS GENERALLY RESPONSIBLE FOR OPERATIONS AND MAINTENANCE DUTIES AT THE RICHMOND ARENA.

**SPECIFIC DUTIES INCLUDE:**

- Operation, maintenance and minor repairs of ice surface equipment, including but not limited to the following:
  - Operation, maintenance and minor repairs of pumps, compressors, chillers, motors, piping, valves and other equipment associated with the brine circulation system;
  - Operation, maintenance and minor repairs of the Zamboni;
- Labour required for preparing the ice surface, including line painting and proper removal of ice at the end of the arena operating season;
- Operation, maintenance and minor repair of building components such as lighting, heating and ventilation systems and internal water distribution and wastewater collection components and related plumbing fixtures;
- Janitorial duties including the following:
  - Daily damp-mopping of floors in public areas such as entrance foyer, dressing rooms, meeting rooms, offices, hospitality suite, bar, washrooms, canteen area and bleachers;
  - Daily clean, disinfect and polish all washroom fixtures, such as sinks, faucets, mirrors, dispensers, door plates, toilet bowls, seats, and urinals;
  - Daily empty all waste containers;
  - Daily replenish supplies in all dispensers in washrooms (soap, paper hand towels, toilet tissue, etc.);
- Assistance with and supervision of events at the Richmond Arena, including the following tasks:
  - Directing patrons as required;
  - Receiving and processing payment for certain events;
  - Directing patrons to evacuate the building in cases of emergency such as fire;
  - Supporting events such that the building components are functioning properly;
  - Supervising and directing patrons at the Arena such that personal safety of all patrons is assured;
  - Generally being responsible for the proper care of the Arena building and its occupants;
- Participate in relevant training as directed by the Recreation Manager or Arena Working Foreman.
- Any other duties which the Municipality may require from time to time;
- Carrying out duties in a polite and professional manner at all times;



### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- First Aid/CPR \*
- WHMIS/OHS certificates \*
- Ability to work safely with minimal supervision
- Must pass a criminal records check and child abuse registry check;

\* If an applicant does not have these certificates/training, the Municipality will provide the successful candidate with the training prior to the first day of work.

### PREFERRED SKILLS

DEPENDABILITY;

ACCOUNTABILITY;

TRUSTWORTHINESS;

WILLINGNESS TO WORK (GOOD WORK ETHIC);

WILLINGNESS TO CONTINUOUSLY LEARN AND ADAPT TO CHANGING WORKING CONDITIONS;

RESPECT FOR THE POSITIVE IMAGE OF THE MUNICIPALITY

AWARENESS OF THE RICHMOND OCCUPATIONAL HEALTH AND SAFETY PROGRAM AND A WILLINGNESS TO ABIDE BY THE REQUIREMENTS OF THAT PROGRAM;

KNOWLEDGE OF THE REQUIREMENTS FOR OPERATING, MAINTAINING AND REPAIRING THE VARIOUS BUILDING COMPONENTS AND EQUIPMENT AT THE RICHMOND ARENA AND A PHYSICAL ABILITY TO CARRY OUT THE RELATED WORK;

Reviewed By:	CAO	Date:	June 15, 2023
Approved By:	CAO	Date:	June 15, 2023
Last Updated By:	Shannon Mury, Recreation Manager	Date/Time:	June 6, 2023