



Career Opportunity – Internal Posting

Casual Facility Attendant Community and Development Services

Position Summary:

Reporting to the Facility Supervisor, the Casual Facility Attendant is responsible for facility maintenance of the Nature Fresh Farms Recreation Center including operation and care of equipment and ensuring a safe environment for patrons, and being mindful of placement and relocation of equipment based on client needs.

Key Responsibilities:

- Performs activities of a custodial nature such as: cleaning of premises, including floors, washrooms, furniture, other equipment, and minor routine maintenance such as replacing light bulbs/tubes, timely disposal of waste, and other custodial-related tasks.
- Maintains and secures the facility and equipment, ensuring a safe work environment.
- Routinely sets up and tears down rooms for regular programming.
- Sets up and tears down rooms for special events or third-party rentals.
- Notifies management of occurring deficiencies or needs for repair.
- Stocks and maintain supplies.
- Greets and provides excellent customer service to patrons.
- Completes all daily, weekly, monthly and any other checklists assigned by the Facility Supervisor or designate.
- Performs pool maintenance including chemical reading and adding of chemicals.
- May receive training for ice maintenance; flooding of the ice, daily cleaning, etc.
- Must comply with the Occupational Health and Safety Act and applicable regulations, as well as the Municipality of Leamington's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge and Skills:

- Secondary school diploma or equivalent certificate (GED)
- Strong communication, customer service, organizational and decision-making skills.
- Valid Standard First Aid and C.P.R. Level "C". In-house training may be provided upon hire.
- General knowledge of janitorial duties.
- Experience working in a recreation facility would be an asset.

Hours of Work and Working Conditions:

Hours of work will vary each week to a maximum of 24 hours. Days, Evenings, and weekend shifts are required. Ideal for individuals with a flexible schedule.

Employee Group:

Part-Time, Non-Union

Wage Rate:

\$20.18 per hour (2023 rates)

Closing Date:

The posting will remain open and the Municipality will hire as needed.

How to Apply:

Interested candidates must apply online through our website, leamington.ca/careers.

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761