

## **Casual Facility Attendant**

### Community and Development Services

#### **Job Description:**

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

#### **Specific Duties:**

1. 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.
2. Maintains and secures the building, making it a safe and pleasant environment that promotes a safe working environment.
3. Routinely set up and tear down rooms for regular programming.
4. Set up and tear down rooms for special events or third party rentals.
5. Notifies management of occurring deficiencies or needs for repair.
6. Stocks and maintain supplies.
7. Complete all daily, weekly, monthly and any other checklists assigned by the Facility Supervisor or Designate.
8. Pool maintenance including chemical reading and adding of chemicals.
9. May be trained for ice maintenance; flooding of the ice, daily cleaning, etc.
10. Comply with the Occupational Health and Safety Act and applicable regulations, as well as the Municipality of Leamington's Health and Safety Program.
11. Other duties as assigned

#### **Qualifications:**

- 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:**

Up to 24 hours a week

#### **Employee Group:**

Non-Union

#### **Wage Rate:**

\$19.10 per hour (2021 Rates).

#### **Closing Date:**

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

#### **How to Apply:**

Interested candidates must apply online, at our website, [www.learmington.ca/careers](http://www.learmington.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.

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**Note:** The Municipality of Leamington employs a health and safety standard that requires all employees to be fully vaccinated against COVID-19 or undertake regular rapid antigen testing and show proof of negative results, outside of working hours and at the employee's own expense. Firefighters are required to be fully vaccinated.

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 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