

Employment Opportunity

POSITION TITLE: **Arena Attendant, Seasonal Part-Time**

REPORTS TO: Recreation Manager

During the winter season the Arena Attendant is responsible for the safe and effective day to day operations and functions of the Beaverlodge Arena.

Position Summary:

1. Supervise public use of recreation facility;
2. Make ice surface and maintain ice including flooding, operating ice conditioning machines, ice painting and maintenance;
3. Perform facility maintenance including janitorial and minor repairs;
4. Operate equipment including, but not limited to, ice making, janitorial, and building maintenance;
5. Enforce all rules and regulations regarding public health and safety;
6. Ensure buildings and facilities are vacant and secure at end of day;
7. Perform heavy manual duties, including, but not limited to, snow removal, moving tables, chairs, etc.;
8. Identify hazards and perform corrective measures, and/or report hazards to supervisor;
9. Maintain records and information, as required;
10. Shift work is required, including weekends;
11. Other related duties, as required.

Minimum Qualifications:

1. WHMIS
2. Standard First Aid/CPR with AED
3. Arena Operator 1 (Preferred)

Knowledge, Skills and Abilities:

1. Demonstrated ability to operate related equipment safely and efficiently;

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1. Demonstrated ability to operate related equipment safely and efficiently;
2. Good physical condition and able to perform heavy manual labor;
3. Ability to work independently and to accomplish tasks and assignments;
4. Ability to deal effectively with co-workers and the public;
5. Good written and oral communication skills;

The above statement is a general description of the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Wage Range: \$24.10 - \$26.07

Resumes will be accepted until a suitable candidate is found.

Submit current resume and cover letter to the Attention of:

Human Resources
Town of Beaverlodge
Box 30
Beaverlodge, AB T0H 0C0
HR@beaverlodge.ca