



Job Description

Position Title: Arena Attendant

Status: Part-time, non-unionized

Position Summary: This is a part time non-unionized position that acts as a support for the operations of the Kentville Centennial Arena. This position requires working with facility patrons in a professional, courteous, and respectful manner at all times, in order to understand and meet their needs. The Arena Attendant is responsible for keeping the facility clean, on and off ice maintenance, enforcing COVID rules and regulations, while working both as a team and independently.

Key Relationships: Supervisor: Arena Supervisor
Subordinates: N/A
Indirect: Maintenance staff and other full and part time employees
External: Suppliers and Maintenance providers

Hours: Up to 20 hours/week with longer hours required in the beginning for training purposes.
Other hours as scheduled

Required Competencies: (1) Valid driver's license

The ideal candidate also has:

- (1) Knowledge of ice making and Zamboni operation
- (2) Moderate level of computer proficiency
- (3) Mechanical and knowledge of equipment an asset
- (4) CPR / First Aid and AED certifications

Salary Scale: \$18.00/hr



Key Areas of Responsibilities: Typical Duties (but not necessarily limited to)

1. Facility Operations
 - 1.1 Maintenance of building as required / directed
 - 1.2 Participate as a key member of a team to assist in special event set-up and tear down, as required.
 - 1.4 Maintain Zamboni
 - 1.5 Assist in janitorial / maintenance duties as directed by Arena Supervisor
 - 1.6 Log daily use of arena, operator daily sheets, maintenance sheets, handle and report all cash transactions

2. Safety
 - 2.1 CPR / AED training
 - 2.2 Ensure all work is performed as per provided Safe Work Practices
 - 2.3 Report all safety related concerns to Arena Supervisor
 - 2.4 Ensure building is always safe and accessible for patrons of facility
 - 2.5 Maintain up to date knowledge and understanding of all Town Policies
 - 2.6 Follow all Public Health protocols and COVID related regulations

3. Human Resource Mgmt.
 - 4.1 Participate in regular in toolbox (safety) meetings with staff and management

4. Building Management
 - 4.1 Effectively communicate customer concerns and complaints to Arena Supervisor
 - 4.2 Assist in building projects as time & schedule permits

To Apply: Application process will remain open until a suitable candidate can be found. Position is available for immediate hire. Please include three (3) references with your application. Cover letters and resumes must be merged into one document and emailed to recreation@kentville.ca with the subject heading *Arena Attendant*

Kentville Parks and Recreation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

The Parks and Recreation Department thanks all those who apply, however only those applicants selected for an interview will be contacted.

Rachel Bedingfield
Director of Parks and Recreation