

EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER
POSTING #2021-10 FACILITY EVENT WORKER (Seasonal - September to March)

The Town of Hanover is seeking responsible individuals to work at the Hanover P&H Centre as Facility Event Workers between the months of September and March.

Responsibilities include but are not limited to:

- Dressing room cleaning, arena glass cleaning, floor cleaning, basic ice maintenance, moving nets during ice functions and tournaments, public skate cruising, outdoor walkway winter snow and ice maintenance, meeting room rental set-up assistance, facility trash collection.
- Supporting the Parks and Facilities Lead Hand and Operators in the efficient operation, organization and smooth functioning of the P&H Centre.
- Ensuring service excellence, maintaining clean and inviting recreation facilities, and performing basic facility maintenance duties.
- Maintaining a high level of enthusiasm and a continuous commitment to a strong work ethic and customer service.

The ideal candidate will:

- Have a strong work ethic and sound problem-solving skills
- Have ability to learn new skills and adapt to changing job requirements
- Have demonstrated ability to work independently with limited supervision
- Have well-developed interpersonal and relationship building skills
- Have basic mechanical skills
- Be available to work evenings, weekends, and holidays as required
- Possess a minimum G2 level license

Remuneration as per the current Town of Hanover Salary Grid, Grade 1.

Qualified applicants are invited to submit a cover letter and resume or Town of Hanover Employment Application Form quoting Posting #2021-10 by email or mail by 4:00pm on Friday, August 6, 2021.



Town of Hanover
341 10th Street, Hanover ON N4N 1P5
t 519.364.2780 | f 519.364.6456
hr@hanover.ca

The Town of Hanover is an equal opportunity employer. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Job Description

Prepared: October 2018

Reviewed By: Director, Parks, Recreation and Culture

Position Title: Facilities Event Worker

Department: Parks, Recreation & Culture

Reports to: Manager of Parks & Recreation Facilities

Supervises: Directly: None
Indirectly: None

Position Status: Part-time

Location: P & H Centre, 269 7th Avenue

Pay Method: Hourly

Normal Work Week: Varies

Position Summary

The Facilities Event Worker is responsible for assisting to maintain, clean and support the efficient operations of the P&H Centre and/or other recreation facilities as assigned.

Duties and Responsibilities

Operations

- a) Assists parks and facilities operators with special event related duties.
- b) Cleans dressing rooms, floors, glass, seating area and other areas as assigned.
- c) Moves nets during ice flooding operations when scheduled.
- d) Trash collection from trash receptacles and disposal in on-site bins.
- e) Assists with outdoor winter walkway snow and ice maintenance by shovelling, spreading ice management products and records in a log book.
- f) Assists with meeting room setup and take down.
- g) Communicates activities and events with on-duty staff.
- h) Supervises shinny and public skating on the ice, assists with patron supervision in facility enforcing rules and ensuring safety of participants.
- i) Receives feedback from customers and forwards to supervisor for follow up.
- j) Maintains shift log book entries.

Health and Safety

- a) All employees have the responsibility to work in a safe manner and report any health, safety or environmental concern to their manager or supervisor in a timely manner. Employee responsibilities for Health, Safety and Environment include:
- Work in compliance with organizational health, safety and environmental procedures.
 - Report any unsafe conditions or unsafe acts.
 - Ensure that the required protective equipment is used for the assigned tasks.
 - Attend all required health, safety and environmental training.
 - Report any accidents/incidents to supervisor.
 - Assist in investigating accidents/incidents.
 - Refrain from engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Other

- a) Complies with policies and procedures of the Municipality.
- b) Performs all other duties and responsibilities as assigned.

Education, Skills and Experience**Education/Training/Certifications/Licenses:**

- Must possess valid Ontario 'G' or 'G2' class license.

Experience:

- Similar experience an asset.

Skills and Abilities:

- Strong work ethic.
- The ability to work independently and with others.
- Attention to detail and time management skills.
- Flexibility and the ability to adapt to changing situations.
- Good communication and interpersonal skills.
- Available to work evenings, weekends, and holidays as required.

Contacts

Internal: Manager of Parks & Recreation Facilities
 Parks & Civic Facilities Lead Hand and Operators

External: General Public

Public Relations: None

Review/Approval

Current Incumbent(s):		Date:
Department Head:		Date:
CAO:		Date: