

EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER POSTING #2026-22 FACILITY EVENT WORKER (Seasonal - Fall to Spring)

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 April/May.

Responsibilities include but are not limited to:

- Cleaning dressing rooms, arena glass, and floors
- 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.

A full position description is enclosed. This posting will fill existing seasonal vacancies.

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 and ability to skate confidently on ice surfaces
- Be available to work evenings, weekends, and holidays as required
- Possess a minimum G2 driver's license with reliable transportation to and from work

Anticipated hourly wage range is \$17.60 to \$19.66. Progression within this range is provided in accordance with municipal policies.

Application Instructions

Qualified applicants are invited to submit a cover letter and resume quoting Posting #2026-22 by 4:00pm on Monday, August 10, 2026.

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 that values diversity and inclusion. 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. Artificial Intelligence (AI) is not used to screen candidates. 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: June 2023****Reviewed By: Director, Parks, Recreation and Culture**

Position Title:	Facility 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 7 th Avenue
Pay Method:	Hourly
Normal Work Week:	Varies
Management Status:	Non-management
Remote Work Eligibility:	Not Eligible

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) Collects garbage and recycling from receptacles and disposes in on-site bins.
- e) Assists with outdoor winter walkway snow and ice maintenance by shovelling, spreading ice management products and recording 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.

- i) Monitors patrons in the facility; enforces rules and ensure safety of patrons and participants.
- j) Receives feedback from customers and forwards to supervisor for follow up.
- k) 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 in good standing.
- Criminal Record, Judicial Matters & Vulnerable Sector Check satisfactory to the Town of Hanover.

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.

Physical Demands and Working Conditions

- Shift times vary including evenings and weekends.
- Work is generally performed indoors with some work performed in cool arena temperatures.
- Work is physical and requires actively moving, standing, pushing, pulling, crouching, kneeling, skating, and using stairs regularly.

- Some heavy lifting up to 10lbs on occasion.
- Required to receive complaints from the public on occasion.

Contacts

Internal: Manager of Parks & Recreation Facilities
 PRC Facilities Lead Hand and Operators
 Custodial Staff
 Administration Staff

External: General Public and user groups

Public Relations: None

Review/Approval

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