



## **JOB DESCRIPTION**

**TITLE:** FACILITY ATTENDANT

**DEPARTMENT:** Recreation & Culture

**LEVEL:** Schedule "C"

**Job Desc. Last Updated: Aug 2015**

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### **JOB SUMMARY**

Under the supervision of the Manager, Arenas, the Facility Attendant performs clean-up work and other related duties. Work may involve helping other staff with the set up and take down of equipment for special events and related duties.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Serves users of the facility by opening and closing the building, ensuring safety procedures are followed, cleaning washrooms and other areas (sweeps, washes, and restocks), and cleaning after events.
2. Sets up for events at the facility by assisting to set up staging and related equipment, putting out chairs and numbering them, helping move equipment and supplies as required, and assisting with securing building as required.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of janitorial procedures.

Ability to comprehend and carry out written and oral instructions.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Completion of Grade 9.

Satisfactory Criminal Record Check.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.