



A Natural Attraction

City of Quinte West

Job Description

Position: Arena Student Helper
Department: Corporate and Financial Services
Reports to: Assistant Manager or Buildings, Facilities and Arenas

Purpose and Scope:

Reporting to the Assistant Manager or Buildings, Facilities and Arenas and/or Arena Operator, the Student Helper will assist the facility operations in areas of building cleanliness, sanitation and operation. The Student Helper will assist in ice preparation and ice surface duties, and assist with user event set up and tear down.

Duties and Responsibilities:

- Assist in the nightly and weekend cleaning operations.
- Collect garbage and recycling items and dispose of same following departmental procedures.
- Assist in the cleanliness and sanitation of lobbies, washrooms, hallways, meeting rooms, dressing rooms, spectator areas and the outside perimeter of the building.
- Assist with flooding operation of ice surface.
- Respond positively and effectively to customer inquiries and concerns.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

Contacts:

The position will have direct contact with:

Internal: Assistant Manager or Buildings, Facilities and Arenas, Arena Facility Foreperson, Arena Operator, Arena Labourer, Manager of Buildings and Facilities.

External: General public, user groups, agencies.

Education/Specialized Training/Skills:

The position will require:

- Must be attending a recognized school (High School, College, University, etc.)
- Effective communication skills.
- Working nights and weekends.
- Some heavy lifting.
- Good skating ability for Public Skating Patrol.

Work Experience:

- No previous work experience required.

Decision Making:

The position has very little responsibility to decision making affecting the department.

Supervision:

- Not applicable.

Work Environment:

- Regular evening and weekend work is required.



Manager of Buildings and Facilities

3-8-18

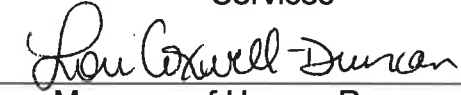
Date



Director of Corporate and Financial
Services

March 7/18

Date



Manager of Human Resources

March 7, 2018

Date

