



## **Employment Opportunity – Facilities Attendant**

**Position:** Facilities Attendant

**Department:** Recreation and Culture

**Reports To:** Team Lead, Recreation and Culture

**Status:** Part-time

**Pay Band:** 2

**Wage Scale:** \$18.45 - \$23.46

**# of Vacancies:** 2

### **Position Summary:**

The Town of Carleton Place is seeking responsible and hardworking individuals to join our team as Facilities Attendants. This casual role is ideal for individuals interested in recreation, maintenance, or event operations. Facilities Attendants support the day-to-day operations of municipal buildings, parks, arenas, and community centres through cleaning, maintenance, and event setup.

### **Key Responsibilities:**

- Perform regular cleaning, disinfecting, and garbage removal in municipal facilities.
- Maintain arenas and assist with ice surface maintenance (e.g., moving nets, flooding).
- Set up and take down for special events and public activities.
- Respond to public inquiries and support users of the facilities in a professional manner.
- Conduct minor facility maintenance such as painting or changing light bulbs.
- Perform additional duties as assigned by the Recreation Team Lead.

### **Qualifications:**

- Minimum age of 14 (in accordance with the Employment Standards Act).
- First Aid and CPR certification considered an asset.
- Experience in cleaning, facility maintenance, or customer service is an asset.
- Ability to work independently and as part of a team.
- Positive, professional demeanor with strong customer service skills.
- Physically capable of lifting up to 50 lbs and performing labour-intensive tasks.
- Comfortable skating on ice and pushing nets if required.

**Working Conditions:**

- Shifts may include days, evenings, overnights, weekends, and holidays.
- Work is both indoors and outdoors, in all weather conditions.
- Exposure to cleaning materials, noise, and slippery surfaces.

**Benefits:**

- Defined benefit pension plan.
- Employee and Family Assistance Program (EFAP)
- Virtual Healthcare

**Why Join Us:**

- Gain hands-on experience in facilities and recreation.
- Be part of a friendly and supportive team environment.
- Flexible hours to suit your availability.

**Application Deadline:**

Accepting applications until **filled**.

**How to Apply:**

Please send your resume and cover letter to [careers@carletonplace.ca](mailto:careers@carletonplace.ca).

**The Town of Carleton Place is an Equal Opportunity Employer**

We are committed to fostering a diverse and inclusive workplace free from discrimination. We welcome applications from individuals of all backgrounds and abilities. If you require accommodations during the recruitment process, please contact us at [hr@carletonplace.ca](mailto:hr@carletonplace.ca) and we will work with you to meet your needs.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.