



Position Synopsis and Purpose

Assist the Facility Operators in ensuring the cleanliness and smooth operation of our ice rink facility, providing a welcoming environment for our patrons by maintaining a clean and safe skating surface and assisting with various tasks as required.



Responsibilities

- Perform routine cleaning and maintenance tasks including but not limited to:
- Sweeping and cleaning the dressing rooms and washrooms several times per shift.
- Regular sweeping and garbage collection in the lobby and the stands during the shift and the Goal Post Hall when open.
- Assist the Facility Operator when flooding the ice:
 - First by filling up the Olympia with water.
 - Moving the nets during the flood.
 - Check players and penalty boxes and make sure they are clean during every flood (ie: tape, broken stick, cups, bottles, pylons, etc.)
 - Place the nets back, along with pegs.
- Provide excellent customer service to patrons
- Morning shifts may include washing down tables and chairs at the North Middlesex Community Centre. This includes stacking, and putting away, followed by washing the floor with the floor scrubber.
- End of shift checklist:
 - Players and penalty boxes must be cleaned.
 - Stands must be swept from top to bottom.
 - All dressing rooms and washrooms swept.
 - Sweep the lobby as well as the entrance area that leads onto the ice on both sides.
 - Help the Facility Operator with the mopping of the lobby and dressing rooms when required.

This job description is intended to relay information that describes the general responsibilities, tasks and processes involved in performing the duties of this job in each of the respective departments. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual.

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Preferred Qualifications

Experience

- Cleaning or facility maintenance experience considered an asset, training provided.

Knowledge/Skill/Ability

- Strong attention to detail and a commitment to maintaining high cleanliness standards.
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills, with the ability to interact with patrons and colleagues.
- Ability to work flexible hours, including evenings, weekends, and holidays.
- Must be able to lift and carry heavy objects and stand for extended periods.
- Comply with all applicable safety regulations.

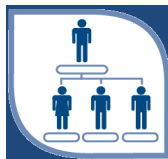


Work Setting

Work Conditions

- Working within a community facility hall and arena environment.

The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodation will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of candidate selection.



Position Classification

Position Title	Ice Rink Assistant
Division	Community Services
Department	Parks and Recreation
Classification	Union
Branch	N/A
Reports to (Direct)	Facility Operators on Duty and Manager of Community Services
Positions Supervised	None
Hours per Week	No less than 3 hours per shift
Effective Date	January 1, 2024
Revision Date	July 29, 2026