



The Corporation of the Town of Lakeshore

Job Description

Position: Facility Attendant - Part time (non Class B)

Salary: \$17.34/hr - \$20.81/hr (2019 rates)

Union: IBEW

Reports to: Supervisor of Site Services - Atlas Tube Centre

Purpose of Position:

To provide and maintain a safe, clean and enjoyable atmosphere in municipally owned facilities including, but not limited to, the Atlas Tube Centre.

Qualifications

- Grade 10
- Experience in janitorial or custodial work environment considered an asset
- An equivalent combination of education and experience.

Knowledge

- Organizational skills to prioritize workloads and complete necessary tasks in a timely manner.
- Customer Service and communication skills to properly communicate with the public and staff members.
- Familiar with WHMIS
- Familiar with the operation of small tools

Major Responsibilities:

- Resurfacing of ice on an hourly basis or as required by users as required
- Performance of necessary janitorial duties as required by general usage of facility. This includes the maintenance and cleaning of dressing rooms, if applicable, prior to use by different groups, lobby, bathrooms, hallways and observation areas.
- Monitor the facility to ensure the security of all publicly accessible areas
- Set alarm system and ensure all doors are secured when facility not in operation
- Completion of Workplace Checklist -with respect to security, opening and closing procedures, and janitorial duties ensuring that a thorough facility walkthrough and lockup is completed and the alarm system is activated as instructed when facility is not operational
- Inform the Supervisor of Site Services of potentially dangerous situations, hazards, unmaintained areas, incidences or occurrences that would affect the safety of the staff or general public. Complete incident reports as required.
- Receive deliveries
- Direct visitors to the appropriate areas of the facility.
- Minor repairs, painting and gardening in the summer including weed control

- Snow removal and salting as required
- Clean the exterior of the building including cleaning windows and sidewalks, etc
- Maintain parking lots, sidewalks and grounds free of litter and debris.
- Set up and tear down for events or programs as required
- Complete work in accordance to the Town’s policies and procedures including the health and safety program
- Other duties as required

Mental Effort and Judgement:

- Work is performed under the general direction of the Supervisor of Site Services, with access to municipal policies, procedures, bylaws and regulations.

Physical Effort

- May be lifting up to 20 lbs.
- Bending, stooping, work above shoulder, walking, standing, sitting and climbing

Interpersonal Skills and Contacts:

Interpersonal skill to liaise with management and the public in a friendly and co-operative manner.

Internal

- With the Supervisor to ensure timetable of work responsibilities is met.
- With other staff to ensure provision of timely information and services.

External

- To handle questions from the public and provide information

Working Conditions:

Environment

- Works primarily inside and outside of the Atlas Tube Centre, as assigned.
- Works with janitorial chemicals

Control over Work Schedule

- Hours are casual, part time and will be established by the employer on a two week rotation. Hours of work will not exceed 24 per week.

Revision Log

Date	Change	Author	Re-evaluated
June 2016	New format and updated old job description	Carrie Dranchak	
April 25, 2017	Updated job description due to adding pool in 2016	Lisa Granger	
Nov 2018	Updated to 2018 rates	Carrie Dranchak	
May 2019	Updated to 2019 rates	Carrie Dranchak	