



THE CORPORATION OF THE TOWNSHIP OF NORWICH

Employment Opportunity

Part Time Position

Community Services Attendant

The Township of Norwich with a population of approximately 11,367 is one of five rural Townships within the County of Oxford. The Township is currently seeking employment for a part time position of a Community Services Attendant. This position will report to the Property and Facilities Manager. The starting rate of pay is \$17.18 per hour, with the option to join the Ontario Municipal Employees Retirement System (OMERS). A criminal background check will be required at the time of hire.

The ideal candidate will:

- Be a minimum of 16 years of age.
- Be able to work weekends, holidays, and evenings.
- Carry out a variety of duties related to the operations of the arena, community halls, and parks with an emphasis on maintaining a safe and sanitary workplace.
- Have strong ice-skating skills to patrol public skates.
- Possess strong communication and customer service skills.

A detailed job description can be found on our website at: www.norwich.ca

Applicants for the position are invited to submit a detailed resume **by 4:00 p.m. Tuesday, July 16th, 2024**, to the attention of:

Mary Winegarden, Human Resources Coordinator
Township of Norwich
285767 Airport Road, Norwich, Ontario. N0J 1P0
Phone #: 519-667-2000 Ext. 7616, Email: mwinegarden@norwich.ca

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The Township of Norwich is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities (AODA) upon advance notice of specific accommodation required.



Job Description

Community Services Attendant

PURPOSE

A Community Services Attendant is a part time position which is responsible for assisting in the safe and efficient operation of the Arena, Community Centres, Parks, and any other associated facilities for the Township of Norwich. This position reports to the Property & Facilities Manager.

SKILL & EFFORT

KNOWLEDGE/SKILLS & EXPERIENCE

- Minimum 16 years of age
- Strong ice-skating skills
- Strong customer service skills
- Strong math ability to maintain a small cash float while taking admission money for Township programs
- Excellent interpersonal, communication and problem-solving skills
- Knowledge and understanding of the Occupational Health & Safety Act
- Ability to work independent or in a team environment
- Ability to work flexible schedule including days, evenings, weekends and holidays

ACCOUNTABILITY

- Maintain recreation facilities
- Identify maintenance problems and report to Supervisor
- Assist in performing minor emergency repairs
- Follow up on work requests
- Report fire or medical emergencies
- Prepare facilities for special events, which include setup and teardown of tables, chairs, prepping of indoor spaces, moving nets on ice and assisting operator during on ice floods etc.
- Monitor routine maintenance and housekeeping.
- Ensure conservation measures are followed
- Maintain municipal grounds

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- Maintain stock and inventory controls
- Identify hazard and control risks
- Maintain records
- Perform janitorial duties including but not limited to: sweeping; mopping; polishing and scrubbing facilities and equipment
- Operate cleaning equipment
- Maintain acceptable standards for cleanliness
- Perform all other duties as required

FINANCIAL

The individual(s) in this position are required to assume financial responsibilities.

- Program admission (Public Skating)

PHYSICAL EFFORT

- Physical demands require standing, moving, walking, lifting, carrying, climbing, manage equipment and supplies.
- May have to work odd or long hours at a time to complete special requests or projects or to participate in or coordinate evening and off-hour activities.
- May work in various degrees of temperatures and weather dependent upon the task to complete at hand.

SUPERVISION

This position does not require supervision responsibilities.

POLICIES & PROCEDURES

The individual(s) in this position are required to follow established policies and procedures.

CONTACTS

Work involves public or staff contact frequently or in non-critical situations and requires only courtesy to avoid friction in relationships incidental to working with others in the same department.

WORKING CONDITIONS

Some of the work results in exposure to the discomfort of working indoors and varying temperatures (ice surface), outdoors in rain, heat, etc., exposure to unpleasant but not hazardous chemicals, use of power tools, dealing with unhygienic conditions and related conditions.