



**Town of Rocky Mountain House**  
**POSITION DESCRIPTION FOR:**  
**Facility Attendant**

<b>Department:</b>	Recreation & Community Services	<b>Effective Date:</b>	June 15, 2022
<b>Reports To:</b>	Facility Attendant Coordinator		

**General Accountability:**

Responsible for supervising and cleaning of the Recreation Centre including the multipurpose hall, lobby, meeting rooms, dressing rooms, fitness centre, washrooms, offices, shop, and exterior grounds as well as other Town facilities. The Facility Attendant reports to the Facility Attendant Coordinator.

**Core Duties:**

- Ensure that the facility is maintained in a safe and clean manner.
- Deal courteously with the public, concession and Town staff.
- Supervise volunteers and community service clients from time to time.
- Enforce Recreation Centre rules and regulations, Town policies and procedures, as well as comply with Provincial regulations.
- Perform the day to day custodial-related duties of the Recreation Centre as well as other Town facilities as necessary to maintain cleanliness.
- Knowledge of standard methods, materials, tools and equipment used in janitorial care, maintenance of buildings and ice surfaces.
- Ability and knowledge to perform the tasks outlined in the facility manual in a timely fashion.
- Demonstrate a responsible fiscal attitude.
- Ability to lead & train volunteer and community service clients if needed.
- Possess a pride & commitment to the Town of Rocky Mountain House Recreation and Community Services Department.
- Self-motivated, well organized & flexible.
- Written communications skills.
- Present a positive public image through quality of work, personal appearance and good community relations.
- Maintain high level of safe work practices by adhering to the Towns occupational health and safety regulations and provides feedback on safe work practices that pertain to the position.
- Performs other related duties and responsibilities as required.

**Hours of Employment:**

- Winter months consist of day, evening and weekend shifts, summer months would consist of weekly schedules to be coordinated around bookings by the Facility Attendant Coordinator.
- Hours of work may vary from shift work to weekend work to regular days depending on events and seasons. Night shifts may be involved.

**Specific Duties:**

**Janitorial/Maintenance:**

- Responsible for day-to-day cleaning of the facility including minor repairs.
- Ensure that the Facility Attendant Coordinator is informed of maintenance or repair needs of the facilities.
- Responsible for safe operation and maintenance of equipment required to perform duties with relation to perform duties with relation to cleaning the Recreation Centre. Assist in maintaining safe ice conditions.
- Cleaning and maintaining the grounds/ashtrays outside of the building year-round.
- Perform facility inspections with Facility Attendant Coordinator as needed.
- Order and confirm delivery of all janitorial supplies as required and as pre-approved by the Facility Attendant Coordinator.
- Cleaning of bleachers, tempered/plexi glass and windows.
- Checking to ensure everything is in good working order, doors, locks, etc.
- Clearing snow from exits.
- Disposal of garbage.
- Assist with yearly startup/shutdown of arenas.

**Records:**

- Maintain knowledge of facility bookings in coordination with Guest Services. All events, entertainment and booking fees must be approved through booking contracts.
- Immediate written reports must be submitted when incidents have occurred.
- Ensure the safekeeping and confidentiality of complete and accurate documents and communications.
- Able to identify hazards and report them to the Facility Attendant Coordinator.

**Support to others**

- Works closely with Recreation Services Clerk, Facility Attendant Coordinator, Arena Manager and Facility Maintenance Operators.

**Health and Safety:**

- Required to review the Town of Rocky Mountain House Health & Safety manual on a regular basis and adhere to the manual.
- Participate in the Health & Safety training, meetings and reporting.

**Reports To:**

- Facility Attendant Coordinator

**Minimal Qualifications:**

- Physical strength, agility and coordination sufficient to perform the job.
- First Aid/CPR and WHMIS certification is required.
- Janitorial experience.

**Additional Assets include:**

- Customer service experience and training – Alberta Best.
- Building maintenance.
- Arena 1.
- CPR Level B.
- Able to work at varied heights.

**Guidance Received:**

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are:

- Town of Rocky Mountain House Bylaws.
- Occupational Health and Safety Act, Code and other related documentation
- Written and/or oral directives received from the C.A.O
- Town of Rocky Mountain House Policies and Procedures.

**Contacts:**

Facility Attendant will frequently have contact with the following:

- General Public;
- Town of Rocky Mountain House staff.

**Environment:**

Features of work which create unusual demands or, which create physical and/or mental stress are:

- Facility Attendants works closely with the Recreation Department as well as other Town departments as required.
- Work is to be completed in an efficient and accurate manner with emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects.
- Requires discretion and confidentiality in all matters.

**Physical Demands:**

This position may include the following:

- Bending & twisting motions
- Lifting over 50 lbs
- Being on your feet for long periods of time

CAO Approval:



Date: June 16, 2022

**SIGNATURES:**

I have read and understand the contents contained within this job description. The supervisor of this position has informed me that this is a general description of the duties, responsibilities and qualifications for the position of Facility Attendant. This description will form the basis for my classification level and the basis for my performance evaluation.

Employees Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_