



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **Arena Attendant**
Job Code: FAC676
Department: Facilities
Reports to: Grounds/Arena Supervisor

Date Posted: 20/Sep/22
Date Closed: 4/Oct/22
(5:00 pm)

****SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR SPOUSE/CHILD OF MEMBER****

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: On-Call - 3 positions
Availability & Term: Approx. Start Date - October 2022
Remuneration: \$20.74 per hour

JOB PURPOSE/SUMMARY

Responsible for the day to day operation of the arena facility and the delivery of grounds and snow removal services required throughout the year.

QUALIFICATIONS

- Education:**
- Grade 12 or willing to obtain within one year in order to obtain Certified Ice Technician designation.
- Skills and Abilities:**
- Class G Driver's licence an asset.
 - Knowledge of grounds maintenance practices and procedures and preventative maintenance.
 - Ability to obtain ORFA Certificate as required.
- Experience:**
- 1-2 years related experience an asset. Computer skills including Outlook and Excel an asset.
- Other:**
- A Vulnerable Sector Screening is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager
Chippewas of Rama First Nation
5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6
Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**** ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED ****

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.

The Chippewas of Rama First Nation - A Proud, Progressive First Nation Community



Job Description

Job Last Updated: 9/May/13

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JOB PURPOSE/SUMMARY

Responsible for the day to day operation of the arena facility and the delivery of grounds and snow removal services required throughout the year.

KEY JOB FUNCTIONS/RESPONSIBILITIES

- Ensure ice maintenance is performed as scheduled.
- Perform weekly inspections of arena boards and glass.
- Set up tables and chairs for all events scheduled for the facility.
- Removal of garbage from facilities.
- Provide access, assistance and direction to user groups using the facility.
- Ensure all doors are locked in the arena facility to prevent unauthorized entrance.
- Ensure dressing rooms, public stands, storage rooms, glass, washrooms, warm viewing area and corridors are kept clean.
- All walls and boards to be kept clean of puck marks and graffiti.
- Inspection of compressors including adding oil as required and maintain logbooks.
- Maintain an inventory of all equipment.
- Ensure all arena equipment is signed in and out by the user for proper tracking.
- Participate in all training.
- Keep all parks cut and clean during summer months including Black River Park.
- Provide grass cutting and trimming at Seniors and other locations as directed.
- Empty garbage bins from all parks.
- Maintain planting beds and cut required areas including ditches.
- Trim trees and shrubs.
- Provide preventative maintenance inspections and documentation on all equipment.
- Follow all equipment and safety procedures.
- Provide maintenance reports when required.
- Provide snow removal and ensure walkways are maintained and free of ice and snow.
- Work in accordance with safe working practices and wear protective equipment.
- Custodial duties throughout the MASK facility as assigned.
- Confirm all user groups have permits as per schedule on Outlook Calendar on computer system.