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# Employment Opportunity

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<b>Position:</b>	Student Arena Attendant
<b>Commencing:</b>	October 2022
<b>Shift:</b>	Variable; Days; Evenings; Weekends
<b>Annual Salary:</b>	\$14.60/hour
<b>Deadline:</b>	Open until vacancy is filled

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Please apply by submitting a completed application form, cover letter, and resume, by email to [jobs@fortfrances.ca](mailto:jobs@fortfrances.ca) with the subject line: Student Arena Attendant.

Application forms are available online at: <http://fortfrances.ca/town/human-resources/employment-opportunities>

Please note that at present, we are only accepting external job applications by email or by fax at (807)-274-8479.

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To learn more about this opportunity, please contact Ray Calder, Facilities Superintendent, at (807) 274-4561.

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# FORTFRANCES

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## **Position Description**

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<b>Position Title:</b>	Student Arena Attendant
<b>Supervisor:</b>	Facilities Attendant
<b>Employee Group:</b>	Non-Union

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### **Position Summary**

- The incumbent is responsible for assisting with maintenance and cleaning of the Memorial Sports Centre facility

### **Direction Received**

- Carries out the duties and responsibilities of the position under the direction and supervision of the Program Director, or the Facilities Attendant

### **Direction of Others**

- The incumbent has no direct supervisory responsibilities

### **Revenue, Asset and Expenditure Scope**

- None specifically identified for this position

### **General Responsibilities**

- Arena maintenance, including moving hockey nets and making holes for nets
- Maintaining the cleanliness of lobbies, washrooms, viewing areas, stairways, and dressing rooms
- Other duties as assigned

### **Education and Qualifications**

- Successful completion of Grade Nine (9)

### **Knowledge, Ability & Skill**

- Effective communicator
- Able to work under minimal supervision
- Experience interacting with and providing service to the public
- Demonstrates a willingness to learn and the ability to adapt and take initiative

**Effort**

- Muscular exertion and sensory strain for short periods of time

**Working Conditions**

- Approximately twelve (12) hours per week on a flexible time allotment, as required by the position
- Additional hours may average 10% of regular working hours
- Work will normally be indoors and primarily in the Memorial Sports Centre
- Exposure to disagreeable conditions such as temperature extremes and wetness

**Conditions of Employment**

- Proof of having successfully completed Grade Nine (9)