



Facility Operator – Arena Ice Position

Salary: \$16-18/hourly (depending on experience) for part-time 30 hours/week on a compressed work week (three days on of 10 hour, four days off) **Shift 1:** Friday – Sunday (6:00am – 4:00pm) 3 x 10 Hours
Shift 2: Sunday – Tuesday (4:00pm – 2:00am) 3 x 10 Hours

Reports to: Arena Manager

Description: West Hillhurst Community Association (WHCA) is hiring two (2) part-time Facility Operator – Arena Ice. This position is responsible for maintaining a clean, safe facility.

This position includes:

Maintenance of Facility

- Identify and report maintenance issues
- Provide assistance to users
- Carry and answer maintenance cell phone during shift
- Act as fire marshal in the event of medical or fire emergencies
- Perform safety and security checks of facility throughout shifts
- Maintain acceptable standards for cleanliness in the facility
- Perform snow removal off sidewalks/parking lot and lawn maintenance
- Change lights and make other minor repairs if needed
- Perform boiler room, plumbing and heating systems checks
- Maintain stock and inventory control
- Set up facility for events including setting up tables and chairs

Arena Ice Maintenance

- Resurface and maintain the ice
- Operate and maintain the Olympia
- Inspect and maintain boards and glass
- Maintain dressing rooms and other areas within the Arena
- Other duties as assigned.

Qualifications:

- Must be able to carry up to 50 pounds frequently
- Must be able to work on slippery surfaces
- Must be able to work from heights as required
- Must be able to work in all climates, including extreme cold and hot weather
- Must have a reliable vehicle
- Basic knowledge of preventive maintenance and operation of recreation facilities
- Knowledge of ice maintenance procedures is desired
- Analytical and problem solving skills
- Effective communication and time management skills
- Demonstrates initiative
- First Aid & CPR certification is desired
- Arena Operator Level 1 is desired

To apply, please email Carla Fiorentino, Facility Administrator, at admin@westhillhurst.com