

## Crosslink County Sportsplex

7407 108<sup>th</sup> Street, Clairmont, AB, T8X 5G9

P. 780-830-7407

F. 780-830-2291



### JOB POSTING FOR CUPE 787 EMPLOYEES OF NUSTADIA RECREATION INC AT THE CROSSLINK COUNTY SPORTSPLEX

**POSITION:** Full Time Operator II/Days

**PURPOSE:** Under the direction of the General Manager, responsible for the safe and efficient operation of the facility.

**SHIFT DUTIES:** **Days:** Sunday through Wednesday

**Time:** 6:00 a.m. to 4:00 p.m.

**Eligible Employees:** Members of CUPE 787, employed by Nustadia Recreation Inc at the Crosslink County Sportsplex.

**Deadline to Apply:** Competition will remain open of eligible employees to apply until Thursday, September 23, 2021 at 4:00 p.m. Drop off Letter of Interest in a sealed envelope at Information Desk.

**ATTN:** Kylee Haining - General Manager

#### Duties and Responsibilities:

**SHIFT DUTIES:** In the absence of the General and Operations Manager, give work direction to all staff on duty. Responsible for safety of all workers and the public.

1. Best Practices Maintenance & Risk Management Program – Utilizing the Nustadia Recreation Inc. “Best Practices” methodology for arena operations.
2. Mechanical Systems – Assists with and reports required maintenance and repair of mechanical and HVAC systems.
3. Safety – Adheres to all Occupation, Health and Safety policies and procedures, contributing to a safe and healthy workplace.
4. Customer Service – Provides exceptional customer service, understanding & reacting to customer’s needs; including empathizing, clarifying and acknowledging.
5. Positive Relationships – Develops positive relationships with customers, fellow staff, contractors and the general public.
6. Complete arena maintenance inspections and record in maintenance/inspection logbook.
7. Perform daily ice maintenance functions, and operation of IR and Ice Edger, maintaining a safe ice surface thickness of 1 1/4” - 1 5/8” at all times.
8. Maintain inventory of operational supplies.
9. Fill out facility administration logs/reports as required.
10. Clean and check all rooms after each team is finished.
  - sweep floors and remove all garbage
  - disinfect the benches
  - empty garbage containers
  - mop up all water and spills
  - clean any marks or graffiti on walls
  - remove any tape stuck to walls or benches
  - check for damage to emergency lighting, heat detectors, doors or benches



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- check for any evidence of alcohol consumption and report any damage or alcohol consumption to Operations Manager in writing indicating group, team, time, etc.
11. Shovel walkways and exits and salt and sand as required, to avoid slips and falls. (Record in logbook when completed.)
  12. Check washrooms every hour:
    - check soap dispensers, paper towel and toilet paper for adequate supply
    - clean toilets and urinals as required and ensure that they are working properly
    - pick up and empty garbage as required
  13. Clean and sweep lobby, rink ends and front walks as required:
    - areas should be free of debris at all times
    - front lawn and walkways should also be free of debris and cigarette butts at all times.
  14. Keep utility rooms and offices neat and tidy at all times.
  15. Empty all full garbage containers as required.
  16. Report any problems with equipment, ice surface or patrons in writing and document in the arena Inspection Logbook. Contact Operations Manager or General Manager immediately in emergency situations.
  17. Monitor refrigeration plant and record readings in Refrigeration Logbook as required throughout day and night.
  18. Perform other duties as assigned.

## Qualifications

### Education:

- High school diploma
- Arena Level I & II or Power Engineering (Class 4)
- CPR/First Aid certification.

### Essential Skills and Experience:

- At least five (5) years of experience in recreation facility with ice.
- Strong interpersonal and customer service skills - friendly, outgoing & professional.
- Must be able to work in a fast-paced environment, with the ability to multi – task while maintaining a high level of professionalism
- Ability to prioritize and manage several job functions at one time. Detail oriented and strong organizational skills.

**This is a full time position with Nustadia Recreation Inc. so all benefits will be offer to the successful candidate.**

