

JOB OPPORTUNITY

Sagkeeng Anicinabe Government is looking for a **Rink Attendant**

Reporting to the Arena Supervisor this position is responsible for, maintaining all Arena properties, including building, access roads, parking lot, water main and general up keep of the building. Including daily cleaning and maintaining a clean and safe environment within the arena as well as maintaining the Arena assets including the ice plant, Zamboni, tools and equipment.

DUTIES:

- Ensure quality ice resurfacing to accommodate various activities such as hockey, figure skating and public skates; by installing, removing, marking and maintaining the ice service, as well as being responsible for the operation and care of the ice resurfacing equipment and monitoring the operation of the refrigeration systems,
- Daily cleaning of building including the ground and second floors.
- Snow removal as required to keep and maintain easy access to all entrances and exits,
- Provide quality customer service to a wide variety of arena facility users by answering question, providing assistance with concerns and directing the customers to the correct person(s),
- Perform custodial duties, general maintenance and repair tasks throughout the facility,
- Maintaining the parking lot and cleaning up garbage from around the parking lot and building, sweeping sidewalks and cutting grass,
- Keeping exits and stairways free of clutter,
- Plan, prioritize and organize tasks to meet daily operational needs of the area properties,
- Maintaining a supply of materials and equipment for the efficient operation of the arena,
- Maintain simple records such as but not limited to facility use, maintenance schedules, facility concerns, supplies needed and other reports as directed supervisor,
- Providing security of the premises (fire hall, dressing rooms, offices) and the parking lot while on duty and notifies authorities of any incidents,
- Process cash received.
- Completing and submitting written reports of any damage, vandalism or extraordinary incidents,
- Maintain and ensure safe work practices must be observed for all tasks,

QUALIFICATIONS:

- Grade 10 or equivalent,
- Possess Level 1 Ice Making Certificate or complete it within 1 year of appointment,
- Several years experience providing custodial and maintenance services,
- Several years experience working with the public,
- An equivalent combination of education and experience will be considered,
- Familiarity with various tools to be able to maintain the facilities,
- Ability to lift and carry equipment and supplies,
- Ability to work on their own or as part of a team as the situation requires,
- Class 5 Driver's Licence
- CPR, First Aid Certificate
- Preference will be given to applicants of Aboriginal / First Nations ancestry and who are members of Sagkeeng.



**Application deadline:
August 3, 2018**

Applicants MUST submit:

- Cover letter/ résumé
- Vulnerable sectors check

Attention to:

HR Manager
Sagkeeng Government Office
Box 3, Fort Alexander, MB
R0E 0P0

Cover letters and résumés can be mailed to the above address or emailed to jobs@sagkeeng.ca, or dropped off at the Sagkeeng Government Office.

**LATE SUBMISSIONS WILL
NOT BE ACCEPTED UNDER
ANY CIRCUMSTANCES**

PLEASE BE ADVISED THAT
ONLY THOSE SELECTED FOR
AN INTERVIEW WILL BE
CONTACTED