



## TOWN OF STRATHMORE

### JOB DESCRIPTION

JOB INFORMATION	
<b>Position:</b>	Casual Building Service Worker
<b>Reports To:</b>	Family Centre Arena & Civic Centre Manager
<b>Position Type:</b>	<input type="checkbox"/> Full Time Permanent (35 hours) <input type="checkbox"/> Full Time Permanent (40 hours) <input checked="" type="checkbox"/> Part Time Casual <input type="checkbox"/> Part Time Permanent <input type="checkbox"/> Full Time Limited Term (including FT Summer Students) <input type="checkbox"/> Part Time Limited Term (including PT Summer Students)

  

JOB SUMMARY
<p>Reporting to the Family Centre Arena &amp; Civic Centre Manager, the <b>Casual Building Service Worker</b> is a key contributor within the Recreation Department. In this role, you'll support a variety of tasks—from general cleaning and facility upkeep to setting up events with tables and chairs. You'll also support the Facility Operators with light on-ice duties during ice resurfacing. This position is essential to delivering a safe and enjoyable experience for all arena and meeting space visitors.</p>

  

ESSENTIAL FUNCTIONS
Description of the Function
<p><b><u>Event Management</u></b></p> <ul style="list-style-type: none"> <li>Setup and takedown for events by following event setup instructions</li> <li>Handling of tables, chairs, linens, dishes, and various event equipment</li> <li>Operation of partition walls, lighting systems, and audio equipment</li> <li>Ensure washrooms are kept clean and stocked</li> </ul>
<p><b><u>Facility Janitorial</u></b></p> <ul style="list-style-type: none"> <li>Provide support in all areas of janitorial work including hourly/daily/weekly tasks</li> <li>Sweeping, mopping, operating floor-scrubbers, and safe handling of chemicals</li> <li>Clean dressing rooms, washrooms, toilets, showers, common areas, windows, and collect garbage and recycling</li> </ul>
<p><b><u>Facility Maintenance</u></b></p> <ul style="list-style-type: none"> <li>Assist facility operators on the ice rinks during floods by moving hockey nets</li> <li>Assist with minor general maintenance routines</li> </ul>

  

COMPETENCIES AND BEHAVIOURS
<ul style="list-style-type: none"> <li>A self starter with the ability to work cooperatively in a team</li> <li>Able to adapt to changing situations and demands</li> <li>Able to follow instructions and procedures</li> <li>Able to interact with customers, staff, and other stakeholders in a courteous and professional manner, as well as handle complaints and feedback effectively</li> </ul>

  

REQUIREMENTS, EXPERIENCE, AND EDUCATION
<ul style="list-style-type: none"> <li>High School diploma or equivalent</li> </ul>

- Previous cleaning experience preferred
- Basic skating ability considered an asset
- Consent to disclosure of a criminal record check

#### WORKING CONDITIONS

- **Physical Activity:** This role requires regular physical activity, including standing, walking, bending, lifting (up to 50 lbs), and moving equipment or furniture such as tables, chairs, and hockey nets.
- **Indoor/Outdoor Environment:** Work takes place in both indoor and outdoor settings, including arenas, meeting rooms, lobbies, and occasionally exterior grounds.
- **Variable Temperatures:** Duties may be performed in environments with varying temperatures, including cold conditions on or near ice surfaces.
- **Shifts & Hours:** This is a casual position with variable hours that may include evenings, weekends, and holidays, depending on facility bookings and events.
- **Noise & Distractions:** The environment may be noisy or fast-paced during events or peak facility usage times.
- **Safety Focus:** Workers are expected to follow all safety procedures and wear appropriate personal protective equipment (PPE) as required.

#### Manager Approval:

_____ Name	_____ Signature	_____ Date
---------------	--------------------	---------------

#### Employee Acceptance:

_____ Name	_____ Signature	_____ Date
---------------	--------------------	---------------

*Submit signed copy to HR for filing*