



The corporation of the Town of Arnprior invites applicants to apply for the position of:  
**Facility Attendant**

**Posting Date:** August 26, 2025

**Job Type:** Part-time

**Work Location:** Nick Smith Centre

**Salary:** \$19.62 - \$23.08 per hour

**Hours:** Days, Evenings & Weekends

Reporting to the Operations Supervisor, the part-time Facility Attendant supports full-time staff in maintaining Municipal buildings, equipment, and public spaces. Duties include cleaning, event support, light maintenance, and ensuring facilities are safe, clean, and ready for use. Seasonal tasks may involve marina operations and upkeep of parks, trails, and recreational areas.

**The primary responsibilities for this position include (but are not limited to) the following:**

- Responsible for the cleanliness, maintenance, and general upkeep of all areas within municipal facilities including arenas, spectator seating, pool decks, change rooms, washrooms, lobbies, meeting rooms, staff areas, workshops, and storage spaces. Tasks include sweeping, mopping, vacuuming, dusting, window cleaning, trash and recycling removal, and snow/ice removal from entrances and walkways.
- Assist full-time custodial staff and Facility Operators with daily tasks such as ice resurfacing, basic ice maintenance, removing nets, cleaning benches, and maintaining pool and arena cleanliness. Operate custodial and maintenance equipment including vacuums, floor buffers, mops, and brooms safely and effectively.
- Follow functional direction from the Operations Supervisor and/or full-time staff to coordinate daily duties. Perform general repairs, report supply needs or equipment issues, maintain inventory of cleaning products, and ensure logbooks are completed for snow removal and other required reporting.
- Carry out facility opening and closing procedures and assist with event and program setup and takedown. Provide general supervision during events, ensuring facility security, adherence to rental agreements, and a clean, safe, and welcoming environment for all users.
- Seasonally assist Parks Operator with general maintenance for all parks, playgrounds, beaches, walking trails and ball diamonds. Operate leaf blower, weed whacker, mower as required
- From May to October, assist with the seasonal operation of the Marina by supporting boaters with docking, pump-out, and fuel services; maintaining

accurate fuel records in accordance with Marina procedures and the Gasoline Handling Code; and processing payments for slips, fuel, and boat launches.

- Maintain cleanliness and safety at the Marina by performing regular inspections of docks, shoreline, and facilities; cleaning common areas; securing unattended boats; reporting unsafe conditions; and undertaking minor repairs and maintenance as needed.
- Provide customer service to a wide range of users — including Marina visitors, event participants, and community members — by answering inquiries, sharing information on rates, amenities, and local events, and resolving issues professionally and promptly.

**The successful candidate will have a minimum of:**

- Some completion of high school and/or equivalent. Preference may be given to applicants who have completed high school or equivalent.
- Three (3) months of similar working experience.
- Previous experience handling debit and credit transactions and understanding of related clerical procedures for preparing receipts, deposits.
- Basic knowledge of facility cleaning procedures, general knowledge of building maintenance practices and the aptitude for minor repairs.
- Knowledge of providing customer services and being able to assess needs to meet effective service delivery standards.
- General understanding of WHMIS legislation.
- Ability to obtain a clear Criminal Record Check.
- Ability to exercise mature judgement in dealing appropriately with colleagues and members of the public.
- Demonstrate strong organizational skills and the ability to work independently or within a team to meet the operational needs.
- Ability to develop and maintain a working knowledge of safety precautions and hazards involved with the work assigned.
- Excellent customer service and interpersonal communication skills with the ability to communicate tactfully, effectively and in a professional manner.
- Physically capable to perform general cleaning and maintenance duties.
- Capable of following safe work practices and procedures.

Interested candidates are invited to submit an application in confidence by **3 pm on September 16, 2025**, quoting “**Facility Attendant**” attention to Human Resources by:

**Mail:** Town of Arnprior 105 Elgin St. W. Arnprior, ON K7S 0A8

**E-mail:** [hr@arnprior.ca](mailto:hr@arnprior.ca)

The Town is committed to maintaining an equitable work environment and welcomes submissions from all qualified applicants. If you require a disability-related accommodation to participate in the recruitment process, please email the Human Resources Officer at [hr@arnprior.ca](mailto:hr@arnprior.ca)

Only the candidate selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.