

Corporation of the Township of Perth East



FACILITY ASSISTANT(S)

Job ID: PRCS-20-2025

Due to vacancies, the Township of Perth East is recruiting for Part-time Casual Facility Assistants for the Perth East Recreation Complex ("PERC").

Under the supervision of the Manager, Recreation and Community Services, the Facility Assistants are responsible for providing assistance to the Parks, Recreation and Community Services ("PRCS") employees by performing operational, maintenance and cleaning services to the Perth East Recreation Center ("PERC") and other township owned and operated facilities.

Key Responsibilities:

- Assists with cleaning the arena, community hall, swimming pool and PERC grounds as assigned. Specific responsibilities include but are not limited to: sweeping floors and spectator stands, mopping floors, cleaning glass and windows and changing garbage.
- Supports the set-up and tear down for events hosted at the facilities.
- Assist with the maintenance of the ice surface and making more ice as required.
- Moves hockey nets for the Facility Operator during "ice floods".
- Provides assistance and information to PERC user groups.
- Keeps parking lot and entrances clean, clear of garbage and cigarette butts, and snow and ice.
- Supervises public skating and youth hockey to ensure safety of the participants and enforces rule following.
- Takes admission at public skating and other PRCS sponsored events.
- Operates lawn tractor to mow grass at Township properties.
- Cleans park pavilions following rental.
- Maintains flower gardens by weeding, mulching and trimming shrubs and trees.
- Performs other duties as assigned by the PRCS Manager or supervising staff.

Qualifications and Skills:

- Minimum 14 years of age.
- Requires some heavy lifting.
- Entry-level position where previous volunteer experience is desirable.
- Strong interpersonal, oral and written communication skills.
- Exceptional customer service skills.
- Working knowledge of large equipment such as a tractor, lawnmower and weed whacker is desirable.

Working Conditions:

- Candidates must be willing to work evenings and weekends
- Work indoors and outdoors. May be exposed to various weather conditions – heat, sun, rain, snow, ice and cold
- Work can be physically demanding

Position Details:

- Working hours are casual with no minimum hours of work guaranteed to a maximum of 25 hours per week, including days, evenings, weekends and holidays.
- 2025 Hourly Pay Range - Grade 2: \$17.84 - \$22.30 per hour
- Optional enrollment into the OMERS Pension Plan
- Employee Assistance Benefits
- All employees over the age of 18 must successfully pass a Criminal Background/Vulnerable Sector Check.

Competition closes at NOON on Tuesday, August 5, 2025. Interested candidates can apply online at:

<https://townshipofpertheast.applytojob.com/apply>

Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Requests for accommodation can be sent to Human Resources at hr@pertheast.ca or 519-595-2800 ext. 258.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, and will be used for the purpose of candidate selection.