

NORTH GLENGARRY NORD



Part-time Facilities Attendant	
Last Revised:	August 2026
Department:	Community Services
Reports to:	Lead Hand
Location:	Maxville & District Sports Complex
Rate of Pay:	Ontario Minimum Wage
Length of Employment:	September 2026 to April 2027

The Township of North Glengarry is seeking a reliable, motivated, and customer-focused individual to join our Community Services team as a Part-Time Facilities Attendant at the Maxville & District Sports Complex.

This position plays an important role in ensuring that residents and visitors enjoy a safe, clean, and welcoming recreational environment. The successful candidate will be available to work flexible shifts, including evenings, weekends, and holidays as required.

Key Responsibilities

- Provide friendly, professional, and responsive customer service to facility users, community groups, and members of the public.
- Maintain the cleanliness, appearance, and safety of all facility areas, including dressing rooms, washrooms, showers, lobby areas, meeting rooms, bleachers, and spectator spaces.
- Perform routine cleaning duties, including sweeping, mopping, garbage collection, equipment storage, light maintenance, and cleaning rink glass.
- Assist with the setup, monitoring, and takedown of municipal programs, events, meetings, and facility rentals.
- Support arena operations, including moving hockey nets before and after ice resurfacing operations.
- Monitor facilities and report maintenance concerns, operational issues, hazards, or safety risks.
- Adhere to all workplace health and safety regulations, policies, and procedures.
- Assist with additional duties and special projects as assigned.

Qualifications

The ideal candidate will demonstrate:

- Excellent customer service and interpersonal skills.
- The ability to work independently and as part of a team.
- Strong organizational and time-management skills with the ability to prioritize tasks effectively.
- Sound judgment and problem-solving abilities.
- Basic computer skills and a willingness to learn facility-related software and equipment.
- A commitment to maintaining a safe, clean, and welcoming environment for all facility users.

The following qualifications would be considered assets:

- Current Standard First Aid and CPR certification.
- WHMIS training.
- Previous experience working in recreation facilities, arenas, or customer service environments.

- Knowledge of recreation facility operations and applicable health and safety practices.
- Bilingualism (English and French).

Additional Requirements

- Ability to work flexible hours, including evenings, weekends, and holidays.
- Ability to perform physical duties in both indoor and outdoor environments and in varying weather conditions.
- Successful candidates will be required to provide a current Police Record Check.

How to Apply

Interested candidates are invited to submit a cover letter and resume no later than:

Friday, September 11, 2026 at 12:00 p.m. (Noon)

Email: csdirector@northglengarry.ca

Accessibility and Accommodation

The Township of North Glengarry is an Equal Opportunity Employer committed to fostering an inclusive and accessible workplace. Accommodations are available throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Applicants requiring accommodation are encouraged to identify their needs in advance.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.