



TOWN OF SHELburnE
JOB POSTING
FACILITY ATTENDANT - CASUAL
WAGE RANGE - \$21.22 - \$24.96 (2026)

The Facility Attendant provides cleaning, facility, event, and customer service support at Town Hall, the Fiddle Park Commissary kitchen, and other Town facilities as required. Responsibilities include opening and closing facilities, maintaining clean and safe spaces, setting up for events and rentals, assisting facility users, and reporting concerns. The successful candidate will be reliable, friendly, and able to work independently, including evenings and weekends. There is no fixed work schedule, as hours will vary depending on facility rentals, events, and operational needs.

Reporting to the Manager, general duties and responsibilities include but are not limited to:

- Open and close designated Town facilities, following established security procedures.
- Clean and maintain washrooms, kitchens, public areas, and other facility spaces.
- Set up and take down tables, chairs, and equipment for events and rentals.
- Provide cleaning and facility support at the Fiddle Park Commissary kitchen and other Town facilities as required.
- Restock supplies and manage garbage and recycling.
- Perform snow and ice removal in assigned areas as required.
- Respond to questions and requests from facility users in a friendly and professional manner.
- Monitor facilities and report maintenance, safety, security, or other concerns to the appropriate staff.
- Use cleaning equipment and products safely and follow established health and safety procedures.
- Perform minor maintenance repairs and other related duties as assigned.

A copy of the full job description is available at <https://www.shelburne.ca/en/town-hall/careers.aspx>

To apply for this position, please submit either your resume by email to: jobs@shelburne.ca

Please quote the job title "**Facility Attendant**" in the subject line of email. The deadline for applications is October 23, 2026 at 1:00PM.

TO VIEW THE FULL JOB DESCRIPTION AND OTHER
AVAILABLE POSITIONS, SCAN THE QR CODE BELOW.



Mail submissions to:
Human Resources
Town of Shelburne
203 Main Street East
Shelburne ON
L9V 3K7

****Only those selected for an interview will be contacted. ****

The Town of Shelburne has made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of the Town of Shelburne.