

August 12, 2026



JOB POSTING NO. 26-17

CLASSIFICATION:	CARETAKER I (ARENA) – SEASONAL PART TIME
DUTIES:	1. Ensure the arena facility is maintained in a safe, clean, and operational condition for public use and enjoyment. 2. Provide excellent customer service by responding to public inquiries and complaints, assisting user groups, providing crowd control, assisting with special event set-up and tear-down, and performing basic security duties as required. 3. Operate the ice resurfacing machine (Olympia) and power edger to maintain ice surfaces in accordance with established safety and quality standards. 4. Assist with ice installation, painting, maintenance, repair, and removal. 5. Operate small equipment for snow removal and general grounds maintenance, as required. 6. Assist with the regular servicing, inspection, and maintenance of facility equipment to ensure safe and reliable operation. 7. Perform general facility maintenance to ensure the arena meets operational standards, health and safety requirements, and applicable regulations. 8. Perform facility opening and closing procedures in accordance with established operating procedures. 9. Perform janitorial duties to maintain a clean, safe, and welcoming facility. 10. Conduct daily inspections, cleaning, greasing, and minor maintenance of vehicles, equipment, and machinery. 11. Maintain accurate records related to facility operations, maintenance schedules, inspections, supply inventory, and facility concerns, and prepare reports as requested by the Supervisor. 12. Assist with the maintenance and operation of other Recreation and Culture facilities as required. 13. Perform other related duties as assigned.
RATE OF PAY	\$30.37

QUALIFICATIONS:

- High School diploma or equivalent.
- Basic Arena Refrigeration Certification or willingness to obtain.
- Certified Ice Technician designation or willingness to obtain.
- Minimum six (6) months of related Arena experience or equivalent facility experience.
- Basic demonstrated knowledge of carpentry, janitorial, plumbing, and electrical.
- Knowledge of provincial legislation and regulation of Ontario's Occupational Health & Safety Act.
- Satisfactory physical condition to be able to perform tasks of heavy physical exertion for 1 to 2 hours per shift.
- A valid Ontario Class G Driver's Licence (DZ licence is considered an asset).
- Certified in First Aid and CPR Level C + AED.
- Ability to work shiftwork, including evenings, nights and weekends. May be required to respond to emergency call-outs (e.g. building alarms).

**Applications for this position will be accepted until 3:00pm on September 11th, 2026.
Please submit your applications to hr@city.elliottlake.on.ca**

THE CORPORATION OF THE CITY OF ELLIOT LAKE
JOB DESCRIPTION

JOB TITLE:	CARETAKER I (ARENA) – PART TIME	DEPARTMENT:	Recreation and Culture
DATE:	July 17th, 2026	SUPERVISOR:	MANAGER OF PARKS AND RECREATION FACILITIES AND/OR WORKING FOREPERSON - PARKS
PRIMARY PURPOSE OF JOB:	Supporting the operations of Rogers Arena and grounds, including maintaining the ice surface, equipment and all other general labour duties required to provide a clean, safe and efficient facility.		

BASIC JOB DUTIES:

1. Ensure the arena facility is maintained in a safe, clean, and operational condition for public use and enjoyment.
2. Provide excellent customer service by responding to public inquiries and complaints, assisting user groups, providing crowd control, assisting with special event set-up and tear-down, and performing basic security duties as required.
3. Operate the ice resurfacing machine (Olympia) and power edger to maintain ice surfaces in accordance with established safety and quality standards.
4. Assist with ice installation, painting, maintenance, repair, and removal.
5. Operate small equipment for snow removal and general grounds maintenance, as required.
6. Assist with the regular servicing, inspection, and maintenance of facility equipment to ensure safe and reliable operation.
7. Perform general facility maintenance to ensure the arena meets operational standards, health and safety requirements, and applicable regulations.
8. Perform facility opening and closing procedures in accordance with established operating procedures.
9. Perform janitorial duties to maintain a clean, safe, and welcoming facility.
10. Conduct daily inspections, cleaning, greasing, and minor maintenance of vehicles, equipment, and machinery.
11. Maintain accurate records related to facility operations, maintenance schedules, inspections, supply inventory, and facility concerns, and prepare reports as requested by the Supervisor.
12. Assist with the maintenance and operation of other Recreation and Culture facilities as required.
13. Perform other related duties as assigned.

QUALIFICATIONS (Education, Experience, Knowledge, Skills & Abilities):

- High School diploma or equivalent.
- Basic Arena Refrigeration Certification or willingness to obtain.
- Certified Ice Technician designation or willingness to obtain.
- Minimum six (6) months of related Arena experience or equivalent facility experience.
- Basic demonstrated knowledge of carpentry, janitorial, plumbing, and electrical.
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