



EMPLOYMENT  
OPPORTUNITY

**Recplex Labourer**  
**Seasonal/Part time/Causal**

**REPORTS TO:** Public Works Facilities Operator  
**LOCATION:** St. Mary's Recplex  
**SEASONAL:** Late October to Early April (5-6 Months)

Reporting to the Public Works Facility Operator, the Recplex Labourer will ensure/perform; in conjunction with public works & Recplex staff, the overall duties required in the operation of the St. Mary's Recplex.

Duties may include but are not limited to the following:

- Ice rental bookings (including explaining conditions of their use and rental fees)
- Monitor activities and enforce facility rules and regulations that ensure public safety
- Perform safety inspections, building cleanliness (main area, hospitality room, dressing rooms and bathrooms)
- Removal of garbage, recycling from dressing rooms, players benches and main floor bins
- Ensure parking lot and entrances are safe and free from snow etc.
- Operate Zamboni and other equipment
- Prepare ice surfacing and facility for rentals
- Opening and closing of facility
- Offer excellent customer service for all patrons, handle phone inquiries
- Sharpen skates, process payments, record keeping
- Conduct overall daily duties/activities/general operations of the facility vacuuming, sweeping, and mopping of flooring
- Clean and sanitize bathrooms, restock supplies in bathroom
- Empty all trash cans and replace liners, clean receptacles as necessary
- Cleaning windowsills and windows
- Maintain janitor closets in a clean, organized, and safe manner, maintain janitorial equipment in a clean, safe and operable condition
- Proper labeling, dilution and use of chemicals and wear proper personal protective equipment at all times
- Other routine weekly, monthly, yearly cleaning

QUALIFICATIONS:

- Must be dependable and able to work independently with minimal direct supervision and oversight
- Must have a clean criminal record
- Must be able to read, write and possess basic math skills
- Customer service skills
- Valid First Aid Certificate or be willing to obtain
- Experienced in the operation and care/maintenance of equipment
- The work requires routine walking, standing, bending, and carrying items weighing less than fifty pounds.

Hours and schedule will vary depending on ice rentals and bookings, 16-20 hours per week from November to March. Schedule Example: Monday 8:30am-12:30 & 5-9pm, Wednesday 6-10pm, Friday 5:30-9:30pm and Saturday 2:00-6:00pm.