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## **West Hillhurst Community Association | Facility Arena Operator**

Are you passionate about supporting your community and working as part of a dedicated, dynamic team? The West Hillhurst Community Association (WHCA), is looking for a motivated and experienced Facility Operator to help maintain our arena and facilities.

### **Position Details: Start June 2025**

**Schedule:** Tuesday–Thursday

**Hours:** Full-time, 30 hrs/week (10 hr shifts)

**Reports to:** GM and Facility Manager

**We're looking for a self-starter with a strong work ethic, a positive attitude, and a passion for community service.**

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## **What You'll Bring:**

- Previous arena experience and/or AARFP Arena Level 1 & 2 certification (asset, not required)
  - First Aid, AED, CPR, and WHMIS certifications
  - Mechanical aptitude and hands-on problem-solving skills (asset)
  - Basic computer literacy
  - Excellent customer service and conflict resolution skills
  - Strong teamwork and communication abilities
  - Effective time management and multitasking capabilities
  - Criminal record check with a vulnerable sector search (required)
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## **Key Responsibilities:**

### **Facility and Arena Maintenance**

- Operate and maintain arena equipment (Olympia ice resurfacer, ice edger, etc.)
- Monitor and maintain ice conditions, boards, benches, stands and arena dressing rooms
- Conduct daily facility inspections and address issues proactively
- Communicate maintenance and repairs if they are needed with managers
- Perform basic maintenance: painting, small repairs, preventative upkeep
- Work with contractors and suppliers when they are on-site at the facility
- Able to lift 50+ lbs and work on your feet for long hours

### **Safety and Security**

- Ensure compliance with WHCA policies and procedures
- Respond effectively to emergencies (alarms, medical incidents, etc.)
- Maintain safe and clean public spaces, entrances, and washrooms
- Support outdoor maintenance: mowing, snow and ice removal, garbage collection, etc.

### **Customer Service**

- Provide exceptional service to all patrons and ensure facility rules are followed
- Foster a welcoming, inclusive, and respectful environment

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## Other Duties

- Respond to emergencies including evacuation alarms, medical emergencies and other safety issues
- Outdoor maintenance including mowing, leaf blowing, snow shoveling, ice removal, garbage removal, weeding, etc.
- Janitorial work includes operating floor machines, cleaning showers and washrooms, and ensuring high standards of cleanliness at all entrances and all public spaces.
- Contribute to a collaborative and respectful team culture
- Assist in community projects and events whenever possible supporting volunteerism and community engagement
- Assist with other responsibilities as assigned

## We Value:

- Integrity & follow-through
- Teamwork and a sense of community
- Professionalism and positivity

## Perks & Pay:

- Competitive compensation based on education and experience
- Supportive and team-oriented environment
- AARFP certification training available
- Fitness membership and restaurant discounts
- HSA - health spending account
- RRSP matching program
- 3 month probation period

To apply, please email HR, at [community@westhillhurst.com](mailto:community@westhillhurst.com)