



POSITION TITLE:	Sportsplex Facility Attendant - East Hants Sportsplex
DATE:	December 2025
REPORTS TO:	Chief Engineer
POSITION SUMMARY:	The Sportsplex Facility Attendant is responsible for general labour tasks that support the functional operation of the facility. Main duties include moving nets and other equipment during floods, cleaning and preparing dressing rooms, custodial duties including mopping/sweeping and emptying garbage bins, checking ice plant equipment and other activities in support of events and to maintain timely rental schedules.

TASK NO.	DESCRIPTION
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Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1. Labour (85%)

- 1.1. **General Labour** - Set up and take down equipment such as nets and goals as schedule requires. Support set up of rooms and clean as required. Assign dressing rooms as directed.
- 1.2. **Custodial** - Cleaning and maintaining arena floors, glass, walls, washrooms, stands, supply rooms, furnace rooms, time box, players benches, nets, staff room, stairs, and snow removal. Preparing and sorting recycling. Other support to custodial staff as needed.
- 1.3. **Maintenance** - Assist Operators with ice maintenance as needed.
- 1.4. **Inspections** - Inspect, maintain, and clean building as needed in support of events. Complete inspection forms and log all pertinent information.

2. Other (15%)

- 2.1. **Administrative Duties** - Maintain accurate logbooks for tasks including but not limited to, snow clearing, incident and near miss reporting and custodial tasks. Complete timesheets, workplace hazard assessments and incident reports as needed.
- 2.2. **Communication** - Communicate as needed with Operators and other facility staff in support of a dynamic team environment. Use of hand-held radio.
- 2.3. **Emergency Response** - Familiarity with emergency procedures for the facility and assistance in the event of an emergency.

2.4. **Opening/Closing** - Support open/close the facilities as per established procedures,

2.5. **Other Duties** - Other tasks as assigned.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- Previous experience working in an arena or other team-based recreation facility an asset.
- WHMIS and Basic Workplace First Aid.
- Clean Vulnerable Sector check and Child Abuse Registry Check.

Knowledge, Skills, Abilities

- Must be physically able to lift 50 lbs. and work in varying temperatures, inside and outside.
- Ability to work a varying schedule including days, evenings, weekends and holidays.

I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date:</i>
<i>Supervisor's Signature</i>	<i>Supervisor's Name (print)</i>	<i>Date:</i>
<i>Director's Signature</i>	<i>Director's Name (print)</i>	<i>Date:</i>
<i>CAO's Signature</i>	<i>CAO's Name (print)</i>	<i>Date:</i>