



TOWN OF PRESCOTT JOB DESCRIPTION

Position Title: Rink Attendant

Reports to: Parks & Recreation Lead Hand

Department: Operations

Type: Part Time - Non-Union

Last Revised: July 2026

Rate of Pay: \$20.47 (2026 Rates)

Key Duties, Responsibilities and Expectations

- Assisting full time staff with the following:
- General facility cleaning and maintenance
- Assistance with pegging hockey nets and other minor ice maintenance tasks
- Maintain outdoor spaces around the facility including litter pickup
- Setting up and taking down rooms for programs, events, meetings
- Assisting with arena operations including monitoring dressing rooms and public areas
- Help staff prepare for community events, tournaments and recreational programs
- Ability to learn and retain knowledge of the facilities and recreation program schedule
- Provide customer service by answering basic questions
- Ensuring facilities remain clean, safe and welcoming for users
- Proficiency in English, oral, reading, and writing is required

Working Conditions and Environment

- This position is based out of the Alaine Chartrand Community Centre in Prescott, Ontario.
- The position is up to 24 hours a week, mainly evenings and weekends