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# **Employment Opportunity**

Tenders are now being accepted for the position of

## **Caretaker**

At the Southland Co-op Centre for the 2022/2023 Season

Deadline for submission of tenders is **August 19, 2022**

Reports to: Steph VanDeSype/Southland Co-op Centre board.

Details: The Caretaker will be responsible for

- Perform ice resurfacing, ice maintenance including edging and perform ice depth checks
- Maintain ice resurfacing machines including blade changes
- Responsible for the opening and closing of facility, perform building security and alarm checks, visual inspections of building interior and exterior for health and safety concerns/hazards; weekly checks of air quality readings, recording findings and actions in daily log book
- Maintain effective and co-operative liaison, and exchanges information, with other staff, municipalities, government agencies, other organizations, members of the public, etc
- Sharpen skates as needed
- Inspects and maintain and clean equipment, complete inspection forms and logs all pertinent information.
- Monitor and record compressor readings and compressor maintenance
- Assists with inspection and minor maintenance of interior and exterior of buildings, including but not limited to painting, furnace maintenance, plumbing, light fixture maintenance, dehumidifier maintenance, alarm systems, exit hardware, garbage clean up, grounds maintenance, heating and ventilation systems
- Provides customer service; respond to telephone calls
- Perform emergency and minor repairs
- Assist in the operation and maintenance of the ice resurfacer
- Inspect and assist in the repair of boards, stands, plexiglass, etc
- Light cleaning of dressing rooms and other areas within the facility
- This position would require attendance of all practices, games and carnivals. If assistance is required for evenings and weekends, the successful tender will hire those individuals.

***The Caretaker will also be responsible for hiring Janitorial.***

Responsibilities include, but are not limited to

- Cleaning all floors and surfaces daily
- Emptying garbages
- Stocking paper products
- Window washing
- Annual maintenance of all floors

REQUIREMENTS: **WILL PROVIDE TRAINING IF NEEDED**

- Arena Operators Level 1
- WHMIS for all employees
- Standard First Aid CPR & AED
- Criminal Record Check for all employees over 18 years of age

THE PROPOSAL SHALL INCLUDE,

- Bid for the 2022/2023 season (September 1-April 1)
- Outlined plan for staffing
- Experience in the field
- Formal Training
- Certificates related to Ice Maintenance or the plan to obtain said certificates
- **Applicant will be paid a minimum of \$90,000 for 7 months.**

SELECTION CRITERIA:

- Tenders will be reviewed by the Southland Co-op Centre Board
- Decisions will be based on the overall plan and need.
- Tenders will remain open until August 19, 2022
- The point of contact for responding to this request for Tender is

Steph VanDeSype  
Recreation & Community Wellness Manager  
Email recreation@assiniboia.net  
Phone 3066423600