

FACILITY ASSISTANT

Reports to the Senior Ice Manager

Leaside Curling Club is an 8-sheet facility, with over 1000 members, located in Toronto's Leaside neighbourhood. The club has regular leagues that play from Sunday through Friday; in addition, the club hosts numerous educational clinics, bonspiels and other club events, as well as renting out ice to numerous school, corporate and other groups.

The Facility Assistant assists the Senior Ice Manager and Ice Technician(s) in providing a high quality, consistent and timely ice surface as scheduled for the membership and rentals. The Facility Assistant also performs general club maintenance tasks as directed by the Senior Ice Manager and the General Manager.

This position is a part-time, hourly paid position. Work shifts will be scheduled in conjunction with the Senior Ice Manager, and may include weekdays, weeknights and weekends.

Ice Maintenance

- Monitor ice conditions and temperatures, and liaise with the Senior Ice Manager and Ice Technician(s) to address ice temperature concerns.
- Notify the Senior Ice Manager, Ice Technician(s) and General Manager immediately when changes occur that would adversely impact ice conditions.
- Assist the Senior Ice Manager and Ice Technician(s) in pebbling and nipping ice prior to draws as required.
- Clean ice surface including rocks, rock beds, hacks and non-playing areas daily.
- Report any inconsistencies in the ice conditions or safety concerns to Senior Ice Manager and Ice Technician(s) immediately.
- Assist in the installation and removal of ice, club startup and shutdown. To include the following:
 - Assist in floor preparation, flooding, painting, installation of dividers, rock preparation as required
 - Assist in seasonal shutdown supporting ice removal, preparing and storing dividers, curling rocks, ice making equipment, cleaning of shop and shop tools preparing the facility for closure.
 - Clean lower lounge, walkways, walls, windows areas around ice surface in preparation for closure.

Day to Day Responsibilities

- Assist with general maintenance of the curling facility as directed by the Senior Ice Manager.
- Prepare the ice shed and vicinity ensuring the membership has a clean and safe club, including the following:
 - Secure and replace all equipment and tools as required.
 - Inspect and maintain all curling equipment and materials as directed by the Senior Ice Manager to ensure they are in proper operating and safe condition.
 - Inspect, clean and fill water, cup and tissue dispensers at the beginning of each draw/event (notifying office staff when stock levels require replenishing).
 - Ensure all fire exit doors are accessible, operational and free of obstructions before and secured after every shift.
 - Replace scoreboard numbers as required.
 - Clean all areas in the club, including boot storage, and vacuum carpeted areas in lower/upper lounge and ice area daily.
 - Empty and remove garbage as required, normally at the end of each shift.
 - Clean and wipe down benches/chairs, windows and ledges in the lower/upper lounge area weekly.
 - Clean office when required.

- Inspect and clean club washrooms daily.
- Examine and store all bar and liquor orders ensuring quality and quantity are accurate. Sign off all packing slips/invoices before forwarding to General Manager/Bookkeeper, noting all backorder or credit issues of same, when required.
- Bus tables when required.
- Operate dishwasher, wash dishes and food preparation equipment as required.
- Setup, move/change/add tables, chairs, and/or equipment for events/banquets as required.
- Forward recommendations for improvements or equipment needs to the Senior Ice Manager.
- Report all concerns or altercations involving members/patrons to General Manager or Senior Ice Manager.
- Secure facility as required, turning off lights, locking entrance/exit doors upon leaving.
- Assist bartender during busy periods by pouring draft and opening beer bottles.
- Assist bartender in restocking the bar after club cleaning duties are complete.
- Assist bartender in removing garbage and recyclables after each shift and placing it in the garbage enclosure.
- Take out garbage and recycle bins weekly for pickup by city; retrieve garbage and recycle bins once pickup is complete
- Lock and walk out of the club with the bartending staff at the end of each evening shift.

Any other duties as assigned by the Senior Ice Manager.

Interested applicants should send a current CV to: generalmanager@leasidecurling.ca