

Woolwich Township Job Posting



Date: August 12, 2025
Position: Junior Attendant
Wage Rate/Grade: \$17.75 to \$18.55 per hour

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Recreation & Community Services is seeking four (4) part-time Junior Attendants.

Purpose of Position and Profile

This position will perform duties to assist primarily with facility maintenance and general custodial work at the Woolwich Memorial Centre, St. Jacobs Arena, and Township Parks on a part time basis.

Responsibilities

- Performs facility maintenance and janitorial duties, including but not limited to; general cleaning / maintenance / supply stocking and inventory (i.e. sweeping, mopping, cleaning glass, emptying garbage receptacles, snow shoveling, ice control, etc.).
- Assist full time staff with ice rink flooding and other ice maintenance duties, including but not limited to moving and pegging of nets.
- Assist with rental set up / tear down of tables, chairs, etc.
- Maintaining grounds surrounding facilities and parks (i.e. weed pulling, litter picking, etc.).
- Opening and closing of park washrooms and other facilities
- Assist with maintaining a safe, healthy environment throughout the facility at all times.
- Work in compliance with the provisions of the Occupational Health and Safety Act and adhere to all Township of Woolwich and facility service standards and policies.
- Work with enthusiasm and professionalism as a member of the Recreation and Community Services team at all times.
- Dress in a professional, well-kept manner and use personal protective equipment as required.

Qualifications, Knowledge, Skills and Work Requirements:

- Possess or working towards an Ontario Secondary School Diploma or equivalent.
- Excellent customer service, interpersonal, and communication skills.
- The ability to read and communicate fluently in English.
- Able to understand and comprehend all policies and procedures as they relate to the work being performed, verbal and written.
- Able to follow instructions and work as a team, as well as work independently.
- Experience in building and grounds maintenance an asset.
- Experience with custodial duties an asset.
- Able to perform all essential duties/requirements associated with this job (e.g. standing, walking, lifting, pushing, and pulling).
- Ability to operate basic hand tools, and equipment in a safe and effective manner.
- Required to participate in supplementary training related to the Recreation and Community Services department (i.e. Workplace Hazardous Materials Information System (WHMIS), Health & Safety, First Aid and CPR, Facility Equipment Operation, Payroll system, etc.)
- Wear personal protective equipment, including but not limited to CSA Approved footwear.
- Holds a valid Class "G2" Ontario driver's license, with a good driving record
- A valid Standard First Aid and CPR Certification, considered an asset

Regular hours of work will be up to 24 hours per week. Willingness to work shifts, primarily evenings and weekends. Physically able to perform all activities (i.e. lifting, climbing and working above ground level on ladders, elevated lifts, working in cold and hot environments, etc.).

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00pm on Wednesday, August 27th. Please quote job posting 2025-46.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.