



### **Arena Operator/Pro Shop Attendant**

Bill Bolton Arena is a city-owned, community board-operated hockey arena in downtown Toronto. The arena runs and operates its own programming which serves nearly 3000 people per year.

Bill Bolton Arena is seeking two (2) individuals to fulfill the role of full time Arena Operator reporting to the Arena Manager.

This position is responsible for Facility Operations, Pro-Shop Operations and Program Registrations. This includes operation/maintenance of an ice resurfacer, operation/maintenance of the Refrigeration System, operation/maintenance of Skate Sharpening Equipment, operation and sales of Pro Shop merchandise (including cash handling responsibilities), sales and registration of all arena programs (including fielding phone calls regarding programs).

#### **DUTIES AND RESPONSIBILITIES**

- Building/equipment maintenance (including cleaning, painting, basic repairs, snack bar equipment maintenance/cleaning)
- Operating Ice Resurfacer, perform regular ice maintenance (edging, scraping, hose floods, painting lines and logos), performing maintenance on the machine (blade changes, auger greasing, monitor and top up fluids)
- Monitor compressor room. Perform general maintenance (add oil, drain chiller, rotate compressors and glycol pumps)
- Operating Skate Sharpening machine (20-50 skate sharpening's per shift during the busy season), changing stones and filters, cleaning machine daily.
- Operating the Pro Shop. Selling sticks and equipment. Daily cash out. Operating register and debit/credit machine.
- Program customer assistance. Explaining and selling programs to customers. Processing registrations.
- Supervising part-time maintenance staff. Ensuring their duties are completed on time in a satisfactory manner.

#### **JOB REQUIREMENTS**

- Secondary School Diploma
- Some University/College an asset
- Completion of ORFA Basic Refrigeration course an asset
- Certified Ice Technician designation preferred
- Minimum three years working in an arena setting required
- Current certification in First Aid and AED is required
- Valid Class G Ontario Drivers license an asset
- Safe Ice Resurfacer Course an asset

- Ability to perform all work activities of this physically active position including heavy lifting and long days on your feet.
- Able to work weekends, evenings, rotating shifts, holidays and on short notice.

**TO APPLY:** Please email a Word or PDF copy of your resume and cover letter to [mcarpino.billboltonarena@gmail.com](mailto:mcarpino.billboltonarena@gmail.com) , fax to 416-392-1047 or you can mail your application to:

**Mario Carpino  
Bill Bolton Arena  
40 Rossmore Road  
Toronto, ON M6G 2M7**

*Bill Bolton Arena is an equal opportunity employer and encourages applications from all qualified individuals. During the recruiting process, accommodation for applicants with disabilities is available upon request.*

*We thank all candidates for their interest, however, only those selected for an interview will be contacted. No follow-up telephone calls or emails please.*