

## **Part-Time Arena Caretaker – Job Description**

### **Hepburn and District Arena**

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#### **Position Overview**

The **Hepburn and District Arena** is seeking a **Part-Time Arena Caretaker** to assist with the operation and upkeep of its indoor arena. This role is ideal for someone who is detail-oriented, proactive, and interested in contributing to a safe, clean, and welcoming facility.

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#### **Job Summary**

The Arena Caretaker will be responsible for maintaining ice quality, cleaning and maintaining arena facilities, and assisting with general operations. Duties include operating the ice resurfacer, performing ice maintenance tasks, and ensuring that all public areas such as dressing rooms, bathrooms, and spectator spaces are clean and well-maintained.

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#### **Key Responsibilities**

##### **Ice Maintenance**

- Operate the ice resurfacer to clean and flood the ice surface.
- Perform routine maintenance on the ice resurfacer, including:
  - Equipment checks
  - Blade maintenance
  - Snow removal
  - Propane cylinder replacement
- Conduct ice maintenance tasks such as edging, scraping, and hand flooding.
- Monitor and report any changes or operational issues with the ice resurfacer to the Facility Operations Manager.

##### **Facility Cleaning**

- Regularly remove garbage and recycling from all areas of the facility.
- Clean and restock supplies in bathrooms (soap, toilet paper, etc.).
- Clean dressing rooms between facility users.
- Clean spectator areas, including bleachers, benches, and the scorekeeper's box.

##### **General Operations**

- Address concerns or suggestions from facility users in a respectful and timely manner.
  - Perform minor maintenance tasks such as replacing light bulbs or unclogging toilets.
  - Report any major concerns, supply needs, or maintenance issues to the Facility Operations Manager promptly.
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#### **Qualifications & Requirements**

The ideal candidate will have:

- A positive, team-oriented attitude
- Willingness to learn and perform a variety of tasks
- Ability to work independently and responsibly
- Have a class 5 drivers license and clean diving record

**Note:** Students and young adults are encouraged to apply. Training will be provided.

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**Working Conditions**

- Must be physically capable of performing tasks such as lifting (up to 50 lbs), walking, crouching, kneeling, and standing for extended periods.
  - Will be required to work around mechanical equipment and in cold temperatures.
  - Evening and weekend availability is essential.
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**Compensation & Hours**

- **Position Type:** Part-Time, Seasonal (December to March)
  - **Hours:** Approximately 10–15 hours per week, with possible additional hours during tournaments
  - **Wage:** Starting at \$\_\_\_/hour, depending on experience and competency
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**How to Apply**

To apply, please submit your resume and a brief statement of interest to:

Town of Hepburn

[Reception@hepburn.ca](mailto:Reception@hepburn.ca)

PO Box 217

Hepburn Sk

S0K 1Z0

Or in person at

Town Office

703A 2nd Street East