



**SAULT
STE. MARIE**

Job Vacancy

Position: Bondar/Plaza Attendant
Job Posting: CD002-012-2026
Department: CDES
Division: Recreation & Culture
Status: Part Time

Wage Range: \$18.22
Job Class: 2
Shifts: up to 30 hours/week
Posted: January 19, 2026
Closes: January 26, 2026, 4:30pm

Purpose:

Assist with the facilitation of event operations and grounds and building maintenance for the Roberta Bondar Pavilion and Downtown Plaza.

Primary Duties and Accountabilities include but are not limited to:

- Provide facility support to various groups and/or events using Roberta Bondar Pavilion and Downtown Plaza.
- Participate in the setup and take down of chairs, tables, barricades, etc. for various events.
- Monitor facility/park user groups during events; ensuring proper usage, as per contract.
- Perform site reviews, verify permits and event attendance; before, during and after events, summarize results and activities.
- Impose upon user groups the requirements of Alcohol Risk Management Policy, as per current policy.
- Ongoing cleaning of washrooms, general building and grounds maintenance and post event cleanup.
- Perform administrative procedures in accordance with City Policy.
- Maintain a thorough working knowledge of the City Health and Safety Policy and Procedures.
- Perform other duties as assigned.

Qualifications:

- Secondary School Diploma.
- Working towards University Degree and/or College Diploma, in a related field, e.g. Recreation, Event or Park Management, etc., is an asset.
- One year experience in a related field, e.g. facility management, recreation management, building and/or grounds maintenance, etc., is an asset.
- Smart Serve Certification, or ability to obtain within required time frame.
- Working knowledge of equipment used for grounds maintenance e.g. lawn mower, weed trimmer, power washer, etc.
- First Aid and C.P.R., is an asset.
- Valid 'G' driver's license, is an asset.
- Work effectively and efficiently both independently and as a team member, in a fast paced environment.
- Positive attitude and excellent communication skills.
- Ability to meet and interact with people in a pleasant and professional manner.
- Attention to cleanliness and safety.
- Requires frequent evening, weekend and shift work.

- ❖ Physical Demands Analysis of the job (repetitive bending and lifting over 10kg is required, long periods of standing and walking).

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line CD002-012-2026 Bondar/Plaza Attendant

- ❖ The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Integrated Accessibility Standards Regulation, Part III, Employment Standards.
- ❖ In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.