

ICE ARENA OPERATIONS – Seasonal Employment

SUMMARY

Perform daily duties at the John and Dede Howard Ice Arena (“Ice Arena”). Must able to ice skate, enforce the arena rules, work the skate rental counter and perform light cleaning and maintenance for the facility. Weekend and Holiday availability is a must. This is an hourly non-exempt position. The position is seasonal from November-March, although this schedule and the daily hours may vary depending on operational requirements.

SUPERVISION RECEIVED

Seasonal employees are managed by the ice arena manager and assistant manager.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

Maintain Ice Arena facilities, including restrooms, office, warming hut, locker rooms and the grounds. Perform minor repairs to facilities. Dispose of rubbish as needed.

Greet ice arena customers and guests in a positive manner.

Use of PO system for admission and skate rental sales.

As directed by the Manager, provide on-site support of special programs and events.

Positively promote the Ice Arena to community residents and visitors.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA’S FOR EMPLOYMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Willingness to learn procedures and practices of the Ice Arena operations, including proper materials handling.

Knowledge of public and employee safety practices to minimize the risk of injury and property damage.

Ability to make sound decisions.

Skill in establishing and maintaining effective working relationships with public officials, community organizations, fellow employees and the general public.

Ability to regularly work variable hours, frequently including evenings, weekends, and holidays.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, and use hands to finger, handle, or feel. The employee is occasionally required to stoop, crouch, or crawl. The employee must occasionally lift and/or move up to 55 pounds. Specific visual abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly exposed to moving mechanical parts and/or heavy equipment and all types of outside weather conditions. The employee is frequently exposed to slick or slippery surfaces. The employee is occasionally exposed to toxic or caustic chemicals, grease and oil from equipment, sharp or otherwise dangerous instruments or equipment, and vibration. The noise level in the work environment is usually quiet to moderate.