

JOB DESCRIPTION

WINTER SEASONAL OUTDOOR ICE RINK ATTENDANT

REPORTS TO: Manager of Parks, Recreation and Facilities

SUBORDINATE POSITIONS: N/A

SUMMARY OF FUNCTIONS:

The Outdoor Ice Rink Attendant will be responsible to oversee the operations of the OUTDOOR ICE SURFACE including the supervision of the daily program schedule and/or special events.

TASKS:

1. Shall ensure that good public relation practices are followed, and maintain a high standard of customer service.
2. Shall be responsible for all the assets (equipment, materials, etc.) of the Outdoor Ice surface.
3. To supervise the Outdoor Ice surface and the change room building in terms of proper use, reduce unwanted behaviour, reduce loitering and to reduce abuse and vandalism.
4. To inspect the Outdoor Ice surface, the boards, the wire mesh, change rooms and any pathways to ensure it is in a safe and clean condition. To determine if the ice rink should be closed because of condition.
5. To clean the Outdoor Ice surface on an ongoing basis for snow and debris. If it is a light snow, then the Attendant can use the snow shovels provided and use the assistance of skaters.

If it is a heavy snow then the Road/Park Full-time Staff will clean using a snow blower.
6. To lock up the change rooms at the end of the evening (10:30 p.m.) and also turn off the rink lights.

7. To request an individual that is behaving in a disruptive manner to other users (loud, obnoxious, swearing) loitering or causing damage or vandalism to leave the Facilities immediately. If the individual fails to do so, then the Ice Rink Supervisor shall phone the Ontario Provincial Police and request assistance. Under no circumstances is the ice rink supervisor to touch or grab an individual.
8. To keep a daily logbook to record inspections of the Facility as noted in item 4 above and any other occurrences.
9. Shall practice and maintain appropriate Health and Safety standards and practices as required in his/her areas of responsibility.
10. Shall provide supervision and support to citizen's utilizing the Outdoor Ice surface.
11. Other duties as assigned.

SKILLS:

- Valid Driver's License and access to a reliable vehicle
- Current Certification in CPR and First Aid

EFFORT:

- Requires mental alertness to ensure the safety of others.

WORKING CONDITIONS:

- May be subject to variable weather conditions.
- Flexible work hours to meet the needs of the Outdoor Ice surface.

Date Prepared: February 14, 2014

Date Revised: September 20, 2016