



## JOB DESCRIPTION

<b>Job Description</b>	Job Title: Ice Rink Attendant	Page # 1 of 2
Location: 15 Ginza St.	Reports To:	Revision date:
	<u>Public Works Manager</u>	Salary:

### **Position Summary:**

Under the supervision of the Public Works Manager, the Ice Rink Attendant will be responsible for performing tasks associated with the maintenance and operations of the Ice Rink. Responsibilities include routine maintenance, customer service, monitoring of the facility and maintenance duties on the grounds. Also this position will assist in enforcing facility rules and regulations

### **Qualifications:**

- Equivalent to High School Graduation
- Three years related experience would be an asset
- Valid G licence mandatory
- Demonstrated ability to work independently
- Demonstrated excellent safety record and ability to meet physical demands of the position
- Ability to work flexible hours
- Strong interpersonal and communication skills

### **Position responsibilities:**

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the policies of the Township of Greater Madawaska.
2. Performs general equipment maintenance and repair. Maintains equipment logs.
3. Snow and ice removal to keep public walkways clean and clear.
4. Maintains ice rink and grounds cleanliness including shoveling snow, sweeping, trash and recycling efforts.
5. Educates and assists guests in the policies and procedures of the ice rink services.
6. Keep work areas clean and organized according to standards.
7. Maintains accurate knowledge of ice rink users.
8. Maintains proper and safe use of any assigned equipment, property, e tc. Observe and practice safe work habits; maintain and monitor all training departmental and safety requirements to be legal, safe & compliant.
9. Maintains storage areas to ensure cleanliness and organization.
10. Answers any questions or concerns regarding procedures, schedules, facilities and services.
11. Performs any additional tasks or projects as required.

**The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.**