

TOWNSHIP OF SOUTH ALGONQUIN

JOB DESCRIPTION

JOB TITLE: Rink Attendant

JOB CODE: Operations

REPORTS DIRECTLY TO: Clerk-Treasurer -
in the absence of the Works Superintendent

DEPARTMENT: Public Works

DATE PREPARED: September 30, 2008

DATE REVISED: October 23, 2014

POSITIONS SUMMARY:

As a seasonal member of the Works Department reporting to the Works Superintendent, the Rink Attendant works for the Township during the skating season which can continue between mid-December to mid-March depending on weather conditions. The Rink Attendant uses small tools, light vehicles and equipment and ensures safety procedures are adhered to at all times when performing his/her responsibilities. The Rink Attendant is assigned a specific number of tasks to be completed each day and throughout the skating season. The Rink Attendant may also be called upon to perform manual laborer duties at the discretion of the Works Superintendent.

EXAMPLES OF DUTIES AND KEY RESPONSIBILITIES:

Ice Making/Building Maintenance

60%

- Make and maintain ice throughout the skating season. In Whitney, use of the Zamboni is only to be used for ice maintenance.
- Before cleaning or flooding of ice, ensure the ice surface is free and clear of any and all obstructions, and that the surface is closed to the public.
- Snow removal on ice surface before scheduled events using the shovel(s) or snow blower.
- Minor maintenance of snow blower. In Whitney, Zamboni requires general day-to-day maintenance and a 'circle check' in accordance with training.
- Ensure all gas cans/propane tanks are stored in accordance with safety instructions.
- Snow removal, sanding and salting at all entrances and walkways as required.
- Keep the general appearance of the building and property clean and tidy at all times.
- Clean canteen, sweep floors, clean mats daily, and scrub on weekly, or more frequently if required.
- Clean washrooms daily, check periodically during open hours for supplies and cleaning if required.
- Keep all interior and exterior walls and windows clean of all marks, dirt, etc.
- Empty garbage from facility to the outdoor bins on a regular basis and place out for weekly pick up.
- Report any damage or vandalism of the facility or equipment to the supervisor as soon as known.
- Report any defective equipment to the supervisor.
- Adhere to the Dress Code.

Program Coordination

40%

- Open and close facility according to rink schedule.
- Remain on-site during operation.
- Supervise and enforce rink and building rules for on/off schedule and safety.

- Perform other duties as outlined by your supervisor.

QUALIFICATION:

- Previous experience in rink operation/maintenance.
- Experience operating a Zamboni preferred but not mandatory (Whitney only).
- Ability to work effectively with and for the public.
- Ability to supervise and control people in a polite manner.
- Ability to work varied hours to accommodate scheduled rink program(s).
- Ability to perform frequent lifting and carrying, moving, bending, moving from side-to-side, and climbing for extended periods of time primarily outdoors in inclement weather when completing day-to-day operations.
- Appropriate personal protective equipment required.
- First Aid & CPR training is preferred.
- Possess and maintain a Class “G” driver’s license, with satisfactory drivers abstract.

TOWNSHIP OF SOUTH ALGONQUIN

RINK ATTENDANT

JOB DESCRIPTION ACCEPTANCE

I, _____ hereby recognize and accept the preceding duties and responsibilities as the incumbent of this position.

Employee/Incumbent

Date

Works Superintendent

Date