



# FORT GARRY COMMUNITY CENTRE

## RINK ATTENDANT

### DRAFT Job Description – December 2013

#### *POSITION SUMMARY*

- Reporting to the Site Manager, the Rink Attendant is part of a team committed to providing exceptional service and maintaining the facilities/grounds at the highest quality.
- Oversees use of facilities and grounds and supervises users and equipment
- Responsibilities require shifts covering morning, afternoon and evening hours
- Work requires initiative and judgment and involves considerable verbal skills for dealing with the public
- Ability and knowledge to relate program and facility usage information to the public
- Physically strenuous position that requires lifting, carrying, and management of equipment and supplies

#### *SKILL REQUIRMENTS*

- Analytical and problem solving skills
- Decision making skills
- Effective verbal and listening communication skills
- Time management skills
- Ability to complete routine maintenance of facilities, grounds and equipment.
- Ability to work within a team environment and with minimal supervision; take initiative.

#### *RESPONSIBILITIES*

- Responsible for the day to day operation of the Centre
- Supervise users to ensure the facilities, equipment and supplies are used in a safe, responsible manner; make recommendations about personal actions that are considered in-appropriate
- Effectively communicate program and facility information to the public
- Respond to the needs of various users and groups
- Secure the facilities at the end of shift
- Accept and manage user complaints
- Perform custodial responsibilities and miscellaneous job-related duties as directed
- Install and maintain ice surfaces for hockey and pleasure rinks as directed, seven days a week throughout the season as determined
- Snow removal from all pathways, entranceways, along rink boards and build up caused by the removal of snow from the Centre's rinks
- Maintain the ice paths between rinks and the Centre at a width that will allow users to pass each other unhindered
- Flood all ice services (weather permitting) as directed
- Ensure all equipment is operated and stored in a safe and responsible manner
- Ensure the Centre's assets are adequately safeguarded from loss
- Submit records of maintenance as required
- Report all safety issues, and damages to property and equipment

#### *EXPECTATIONS*

- Because of the changing nature of work and work to be done, the job description indicates the general nature and level of work expected. The Rink Attendant may be asked to perform other duties as required.