

The City of Medford is accepting applications for the position of:

## **Ice Rink Attendant**

**WAGE:**

**OPENING DATE:** 10/20/2017

**CLOSING DATE:** Until Filled

### **Summary**

The Ice Rink Attendant will represent the City of Medford and is responsible for the warming house and surrounding ice rinks during hours of operation. The Attendant will maintain a safe, clean environment during each shift. Ice Rink Attendant is a seasonal position; dates and hours of employment are subject to seasonal warming house/rink operation requirements.

**Position Title: Ice Rink Attendant**

**Department: Public Works**

**Reports To: Public Works Director/City Administrator**

**FLSA Status: Non-exempt**

**Normal Shift: 4:00 pm – 7:00 pm M, T, Th, F, Noon – 7:00 pm School Holidays and Weekends**

### **Minimum Requirements**

*The responsibilities listed here are illustrative of the expectations of the position, and not intended to be all inclusive or exclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer, technology, and requirements of the job change.*

### **Essential Duties & Responsibilities**

- Open and close building.
- Be able to self-start your work day, make an effort to solve problems and issues quickly and safely.
- Maintain a clean and welcoming warming house and skating environment.
- Perform daily clean-up of warming house and rinks by using a shovel, mop, and basic cleaning equipment.
- Use basic first aid procedures to assist injured facility users. Contact EMS as needed.
- Actively seek opportunities to provide friendly and helpful customer service to all users.
- Create a positive and fun recreation atmosphere in the park.
- Performs other duties as may be assigned by the supervisory staff.

### **Criteria to Qualify for this position:**

- Must be a minimum of 15 years of age.
- Ability to work independently and make responsible decisions according to established procedures.
- Must be pleasant, energetic, self-motivated and action oriented in maintaining a safe and clean warming house environment.
- Must be able to provide fun and friendly customer relations and to promote the City of Medford.

- Must be available to work 4:00 pm – 7:00 pm Monday – Friday; Noon – 7:00 pm. Saturday, Sunday, and on School Holidays.

**Desired Qualifications:**

- Experience in leadership or customer service.
- Prefer first aid training.

**Competencies Common to All City Positions:**

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Medford in a professional manner to the general public, outside contacts and constituencies.

**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, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or equipment; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; taste and smell; lift up to fifty (50) pounds and/or move up to fifty (50) pounds.

**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 job, the employee frequently works in outside weather conditions.

**Supervision of Others:**

This position is generally not responsible for any regular direct supervision of other employees. This position may be responsible for providing general work direction to other employees at the express direction of the Public Works Director and City Administrator.

OFFER OF EMPLOYMENT WILL BE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION.

CITY OF MEDFORD IS AN EQUAL OPPORTUNITY EMPLOYER

**ICE RINK ATTENDANTS MUST SHOW PROOF OF COMPLETING AN AMERICAN RED CROSS FIRST AID TRAINING PROGRAM.**



