

# City of Washburn Job Description



**Position Title:** Skating Rink Attendant

**Department:** Administration

**Immediate Supervisor:** Asst. City Administrator

## **General Statement:**

This is a limited-term part-time position primarily responsible for tending to the City's ice-skating rink during operation. Hours will vary depending upon ice conditions. The rink is generally open seven days a week, mostly in the late afternoon and evening, including weekends and holidays. The skating rink attendant works independently with minimal supervision in carrying out the tasks of this position.

## **Essential Functions and Related Tasks:**

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- 1) Provide customer service and project a positive image of the City of Washburn while performing the duties of the position.
- 2) Daily Duties:
  - a. Operate the ice-skating rink warming hut during scheduled hours of operation, including weekends and holidays.
  - b. Perform facility opening/closing procedures.
  - c. Sell concessions and skate rentals, restocking concession materials as needed.
  - d. Deliver deposits of concession income to City Treasurer.
  - e. Sharpen and maintain ice skates during operating season.
  - f. Assist with light ice-rink preparation and maintenance duties as conditions allow.
  - g. Maintain general cleanliness of facility; resupplying restroom paper products as needed.
- 3) Report damage/maintenance needs of facility & grounds to City Hall or Public Works Director as needed.
- 4) Reports any unlawful, mischievous, and/or malicious activities to City Hall or Washburn Police Department.
- 5) Perform other duties as assigned.

## **Qualifications:**

- 1) High School graduate or equivalent.
- 2) Basic accounting skills.
- 3) Be able to communicate effectively with customers, the public, and superiors.
- 4) Work independently and effectively with little supervision.
- 5) Valid Wisconsin driver's license, with dependable transportation.
- 6) Must be able to pass background check and able to be bonded.

**Physical Requirements in Performing Tasks Listed:**

The skating rink attendant duties are normally performed in outdoor and indoor environments in varying weather conditions. It may frequently require sitting, standing, and walking for extended periods of time, walking over icy or uneven surfaces, talking, and listening. Some lifting of light supplies and small equipment may be required. Pushing snow, up to 15 pounds, may be required at times. The work schedule and tasks may vary day to day and by season. Reasonable accommodations may be offered to enable an individual with disabilities to perform the essential functions.

Approved by Council in 2014

Staff update: 112221