



Recreation Department

Ice Arena Building Supervisor

Mayor Pamela Bobst

Reports To: Recreation Facilities Coord./Director of Rec. Salary: \$10.00 -\$12.00/hr
Shift: 5:00 A.M. to 11:00 P.M. Monday through Friday FLSA Status: Exempt
Evenings and Weekends may be required
Hours Vary on Season and Need

Position Overview:

Under the general supervision of the Recreation Facilities Coordinator, the Ice Arena Supervisor is responsible for the oversight of the staff, operations, programs and service during his/her shift. This includes, but is not limited to opening/closing the facility, managing concession staff, rink guards, skate shop, etc. Additionally, will have responsibility of ensuring the safety and overall operation of the ice surface. The Ice Arena Building Supervisor is responsible for the Zamboni ice resurfacing machine, Floor auto-scrubber, Kaivac cleaning machine, AED, General Cleaning Equipment, Edger, etc. The Ice Arena Building Supervisor must be able to work in an ice rink environment and is expected to spend no less than 95% of his/her time indoors in a cooler climate (45degrees) and 5% of his/her time outdoor during winter months.

Duties:

Facility Management*

65%

- Open/Close Hamilton Ice Arena as scheduled
- Operate Zamboni as require for adequate ice surface.
- Ensure cleanliness of facility (lobby, restrooms, locker rooms, etc.)
- Responsible for ensuring cash handling is accurate at all stations.

Staff Management

20%

- Oversee all Ice Arena staff (cashiers, guards, shop, concessions, etc.)
- Responsible for assisting in training new/returning staff members.

Customer Service

10%

- Ensure patrons receive a safe, consistent experience each visit.

Miscellaneous

5%

- Other duties as assigned

* Denotes essential function of the job

Minimum Qualifications:

- Must possess a high school diploma or equivalent.
- Ability to supervise, operate, ice resurfacing machine (Zamboni).
- Must possess skating ability and knowledge of rink policies & procedures.
- Must possess a valid driver's license,
- Ability to lift and carry 50 pounds, and
- Willing to work in cold environment also required.
- Must hold current CPR/AED/FA certification or willing to obtain.

Position will be posted until filled. Applications may be obtained at http://s804876413.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

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