

POSITION:

Anoka Area Ice Arena is accepting applications for a full-time Facility Operations Supervisor. This position ensures patrons and facility user needs are met in a timely and efficient manner, while complying with Arena policies and procedures. Supervise part-time seasonal staff during shifts to ensure all daily responsibilities and tasks are completed.

SALARY:

\$36,500 - \$55,000 Annually

JOB TYPE:

Regular Full-Time (40 Hours)

Includes benefits: 403(b), Paid Vacation, Holidays, Medical

MAJOR AREAS OF ACCOUNTABILITY:

1. Supervise part-time seasonal staff members during shifts. Plan daily work shifts and solve problems related to the current day's responsibilities and available staff members to make the best possible use of manpower, materials, and equipment to carry out the days established priorities.
2. Drive and operate the Ice Resurfacer and maintain the ice sheet in such a manner that its condition is kept safe and useable at all times.
3. Responsible for building security, including opening, and closing of facility.
4. Opening duties include unlocking doors, verification of schedules and locker room assignments, facility cleanliness inspections, ice preparations, meeting room preparations, and other duties regarding the day's activities.
5. Closing responsibilities include locking exterior doors and secure interior areas, inspecting operations staff checklists and ensuring all work is completed, shutting off lights and securing the building.
6. Perform a variety of custodial work including sweeping, mopping, vacuuming, window washing, dusting, trash collection, waste disposal, walkway maintenance including snow and ice control, floor scrubbing and general building cleaning and upkeep, including locker rooms and restrooms.
7. Perform a variety of ice and equipment maintenance duties including taking ice depth measurements, daily edging of the ice, daily shaving or building of ice, taking and logging various mechanical readings, changing Ice Resurfacer blades, greasing Ice Resurfacer, performing Ice Resurfacer maintenance, washing of Ice Resurfacer, minor repairs to Ice Resurfacer or other related equipment, dasher board repair and maintenance, and documentation of all maintenance and repairs.
8. Repair and ensure proper operation of building components, including lighting, plumbing, doors and windows and other minor repairs.
9. Perform general lawn care and grounds maintenance to include mowing, weed whipping, lawn repairs and seeding, mulching, shoveling, salting, snow blowing, and repairing and maintaining grounds equipment.
10. Clean, maintain, inventory, and order necessary supplies for custodial work and proper building operation.

11. Make recommendations concerning equipment, supplies and repairs to the Arenas General Manager.
12. Establish and maintain a positive working relationship with peers, supervisors, facility users, patrons, vendors, contractors, and others.
13. Perform or assist with all duties performed by all operations and concessions staff when needed in times of staff shortages or during unusually busy events.
14. Perform other duties and tasks as apparent or assigned. Respond willingly to varied work assignments and to flexible working hours, **evening and weekends are required.**
15. Arrive to work every day, on time as scheduled.
16. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

RELATIONSHIPS AND CONTACTS:

- The Facility Operations Supervisor is under the immediate general and technical supervision of the Arena General Manager.
- The Facility Operations Supervisor responds to requests or inquiries from facility customers, user groups and patrons, within the established policies and procedures.
- Communicates and works effectively with other personnel and service contractors.

KNOWLEDGE/SKILLS/ABILITIES:

- Ability to move material up to 50 pounds; ascend/descend and work on ladders; constantly traverse throughout entire facility during work shift.
- Ability to keep and maintain written records.
- Ability to follow routine verbal and written instructions.
- Able to communicate well and confidently with the public.
- Ability to work holidays, evenings, and weekends.

QUALIFICATIONS:

- High school diploma or G.E.D.
- One to three years' experience in janitorial and light building maintenance.
- Possession of valid driver's license.
- Demonstrate mechanical aptitude and experience for troubleshooting and making minor repairs to buildings and equipment.

DESIRED QUALIFICATIONS:

- Working knowledge of ammonia ice refrigeration system.
- Certifications such as those offered by U.S. Ice Rinks Association (CIT, CRA, CRIM) and ISI University (CAM, CAO, CAP).

CONTACT:

- E-Mail: Bob@AnokIceArena.com