

Anoka Area Ice Arena

Job Description

Title: Ice Arena Attendant / Facility Operations (Part Time)

Reports To: Arena Manager

Schedule: Varies, **WILL** include evenings and weekends

Salary Range: \$11.00 –\$18.00 per hour

Job Description:

Responsible for the physical operation of the arena during the evening and or weekends when on duty and building Manager is not present.

Primary Duties:

- Drive and operate the ice resurfacer and various other types of hand operated tools and equipment.
- Resurface the ice sheet in such a manner that its condition is kept safe and useable at all times.
- Will handle services and needs of the general public, such as, but not limited to program questions, phone inquiries, etc.
- Performs janitorial tasks whenever needed to maintain the arena in a neat and respectable condition at all times.
- Follow and direct others to follow the posted and established safety standards.
- Will take mechanical readings and record properly on all operating equipment in the arena.
- Perform other duties as assigned or directed.
- Arrive to work everyday, on time as scheduled.

Required Knowledge, Skills, and Abilities:

- Ability to follow routine verbal and written instructions.
- Able to communicate well and confidently with the public. We are in the people business.
- Ability to work both independently and in a team environment.
- Strong mechanical background.
- Ability to use common sense and judgment when using machinery and other hand operated tools.

Minimum Qualifications:

- Must be at least 18 years old.
- Valid driver's license.
- While performing the duties of the job, the employee is regularly required to stand, talk, hear and write.
- Self motivated and a hard working individual.
- Some related work experience preferred but not required.
- Must be available and flexible to work various hours during the week and weekend.

Contact:

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