



CITY OF WHEATON

Skating Rink Attendant, Temporary, Seasonal Position

Division/Department	Parks & Recreation	
Job Title	Skating Rink Attendant	
Reports to	Skating Rink Supervisor	
	Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contract <input type="checkbox"/> Intern	Hours <u>10 - 30</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt Dec – Feb, weather permitting. After school, evening, weekend, and school break hours will be available, in coordination with the schedule set by the Rink Supervisor.

SUMMARY:

Rink Attendants are responsible for the daily operation of the Wheaton Skating Rink at Falk Park.

DUTIES, RESPONSIBILITIES, AND EXPECTATIONS:

- Open, attend and close the skating rinks, Falk Lodge and/or Warming House.
- Maintain clean and orderly facilities, sweep, vacuum, wash floors, clean bathrooms (including sinks and toilets), wipe down tables, carry garbage to dumpster, etc.
- Sell concessions.
- Supervise skaters: assist young skaters, support skater safety, enforce facility rules and disciplinary measures, aid in cases of injury (contact emergency services, if necessary)
- Maintain skates: clean and organize.
- Track equipment (skates, sticks, pucks, etc.)
- Document skating attendance, injuries, concessions, etc.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be 16 years of age or older.
- Must be trustworthy, responsible, organized, and have leadership abilities.
- Ability to make change and record sales.

WORKING CONDITIONS:

- This position will be required to work outdoors during cold weather; employee must dress for outdoor weather work conditions.
- Must be able to physically complete the duties as assigned
- May be required to lift up to 25 lbs.