CITY OF WHEATON

Rink Manager, Contract Description

Division/Department	Parks & Recreation	
Title	**Rink Manager**	
Reports to	Wheaton City Council, and Receives Recommendations from Public Works, Wheaton Park Board & City Administrator	
	Type of position: ☐ Full-time ☒ Part-time ☐ Contract ☐ Intern	Hours _10-30 hrs / week ☐ Exempt ☒ Nonexempt

SUMMARY:

The Rink Manager is responsible for the overall care and management of the Wheaton Skating Rink. Duties are identified for preparation of the facility, and daily operation, maintenance, and administration of the rinks during the skating season.

DUTIES, RESPONSIBILITIES, AND EXPECTATIONS:

GENERAL

- Provide leadership and direction to skating staff (rink attendants and maintenance employees).
- Implements and enforce emergency action plans and facility safety policies.
- Provide and promote excellent customer service standards at all levels of operation.
- Establish and maintain effective working relationships with employees, supervisors, and the public.

PRIOR TO OPENING

- Provide employee orientation session.
- Train and schedule rink employees.
- Develop facility rules and specific employee duties with approval from Public Works and Park Board.
- Sharpen all skates before each season.
- Coordinate and/or complete physical preparation of the skating rinks, Falk Lodge, and Warming House and order concessions.

RINK OPERATIONS

- Facility maintenance: ensure employees complete cleaning, snow removal, and general facility upkeep.
- Employees: supervise and manage rink employees. Verify timecard accuracy and coordinate bi-weekly payroll procedures with the City Administrator.
- Financial management: balance concession sales records and transfer funds and receipts to the City Administrator daily.
- Other duties associated with the skating rink, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be 18 years or older.

KNOWLEDGE OF:

- Skating rink facility and management preferred, but not required.

SKILLS:

- Provide written records (to document injuries, employee conduct, rink attendance, concession sales, etc.).

ABILITIES:

- Must be trustworthy, responsible, organized, and have strong leadership abilities.
- Speak and/or signal to people to convey or exchange information.
- Participate as a team-member of the City of Wheaton, working collaboratively when needed, with other departments to produce positive outcomes.
- Communicate on a monthly basis (during the Skating Season) with the Park & Recreation Board and appropriately respond to customer/public requests.

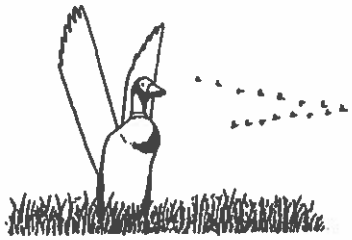
LICENSE AND/OR CERTIFICATE REQUIREMENTS:

- Valid, State-Issued Driver's License

WORKING CONDITIONS:

- This position will be required to work outdoors during cold weather.
- Must be able to physically and mentally complete the duties as assigned, under the conditions described.
- Must be able to exert up to 25 pounds of force frequently, and up to 50 pounds occasionally, and work outdoors in winter weather conditions.

DATE POSTED	October 14th, 2026
DATE HIRED	



CITY OF WHEATON

Rink Manager, Request for Proposal

Division/Department	Parks & Recreation	
Title	**Contracted Service: Rink Manager**	
Reports to	Wheaton City Council, and Receives Recommendations from the Wheaton Park Board & City Administrator	
Pay Rate Open for Bids (See accompanying Bid Form)	Type of position: ☐ Full-time ☒ Part-time ☐ Contract ☐ Intern	Hours_____ / week ☐ Exempt ☒ Nonexempt Dec 1 – Mar 1, weather permitting (must be 0°F - 32°F) Mon – Thurs, 3 pm – 8:30 pm; Fri, 3 pm – 9 pm Sat, 1 pm – 9 pm; Sun, 1 pm – 8:30 pm Open 1 pm – 8:30 pm during School Breaks *Closed Thanksgiving, Christmas Eve & Christmas Day

Last Name	First		Middle
Present Street Address	City	State	Zip Code
Home Telephone Number	Email Address (if available)		

Are you under 18? ❑ Yes ❑ No

Are you a United States citizen OR, if not, do you have permission to work in this country?
❑ Yes ❑ No

I agree to perform the duties of the Rink Manager, from December 1, 2008 – March 1, 2009 for a total lump sum of $_____, or at an hourly rate of $_____ per hour.

Home Telephone Number	Email Address (if available)