

**TOWN OF SPRINGSIDE**  
**INVITATION TO TENDER**  
**ICE PERSON/ARENA CARETAKER**

**At the Springside Ridge Runner Arena – 2024/2025 Ice Season**

**Duties / Responsibilities Include:**

- Reporting to the Administrator of the Town of Springside, the successful contractor **MUST BE AVAILABLE AFTER 4:30 WEEKDAYS; AND ALL DAY SATURDAY AND SUNDAY** throughout the ice season (usually from December 15-March 15 depending upon the weather). Caretaker is responsible for finding a replacement if they are unavailable.
- The Ice Person/Caretaker shall be extensively involved with the public and therefore must display a considerable amount of tact and common courtesy.
- Ice maintenance (scrape, flood, level and repair) daily as required by user groups.
- Maintenance and equipment repair as needed.
- Ensure all entrances and emergency exits are free of snow and ice at all times.
- Be responsible for the supervision of the area, adhere to and enforce the rink rules.
- Keep public areas in clean and orderly condition.
- Cleaning of the Arena (Regular hours and after every event)
  - Dressing Rooms
  - Washrooms – Daily Cleaning (dressing rooms AND lobby)
  - Wash Floors as necessary, minimum of two (2) times per week (dressing rooms AND Lobby AND upstairs viewing gallery)
  - Restock hand towels, toilet paper, and garbage bags as necessary
  - Clean glass as necessary
  - Clean stands, players boxes and time keeper’s box after each use (remove garbage, etc.)
  - Clock Maintenance
- Tenders must be clearly marked “TENDER FOR ICE PERSON/ARENA CARETAKER” and include the proposed wage expectation. **LOWEST OR ANY TENDER IS NOT NECESSARILY ACCEPTED.**

**TIMELINE: TENDERS CLOSE AT 4:00 PM ON MONDAY, NOVEMBER 18, 2024.**

SEALED TENDERS can be dropped off at the Springside Town Office, or mailed to:

Town of Springside, Box 414, Springside, SK, S0A 3V0

Emailed to: [springside@sasktel.net](mailto:springside@sasktel.net) or via fax: 306-792-2210

For more information, please call the Town Office at 306-792-2022 or email: [springside@sasktel.net](mailto:springside@sasktel.net).