



# CITY OF COKATO

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## City of Cokato Job Description

<b><u>Position Title:</u></b>	<b>Ice Rink Attendant</b>
<b><u>Department:</u></b>	<b>Public Works - Parks</b>
<b><u>Status:</u></b>	<b>Hourly, non-exempt, part-time seasonal</b>
<b><u>Reports To:</u></b>	<b>Public Works Director</b>

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### **Summary**

Perform a variety of duties including the supervision and maintenance of the warming house facility and surrounding ice rinks. The Ice Rink Attendant is expected to perform assigned duties without a need for significant work direction or direct supervision on daily tasks.

### **Essential Duties and Responsibilities**

- Open and close rink facilities according to policy.
- Supervise and monitor warming house and rink users, maintaining order and discipline; enforce policies, rules, and regulations established by the City of Cokato.
- Ensure safety precautions are taken in all activities; follow proper emergency procedures when needed; administer first aid as needed.
- Interact with community members in a professional, courteous, friendly, and helpful manner.
- Maintain a positive and active role at the rink, even while working under potentially stressful conditions, including adverse weather, or working with difficult or injured participants.
- Maintain and keep clean warming house and restroom areas.
- Assist with light maintenance of skating rinks and grounds, including shoveling of pathways to warming house building and cleaning snow from rink surfaces.
- Patch holes and large cracks in ice.
- Clean and make minor repairs to equipment or facilities, as directed.
- Monitor rinks to ensure safe skating.
- Keep general skating area free from hockey play.
- Assist young skaters with skate lacing.
- Maintain and control equipment inventory.
- Work cooperatively with supervisors and co-workers.
- Actively communicate needs and requests, including those of participants, to supervisor.
- Attend all training and staff meetings as scheduled.
- Complete accident or other reports as directed by supervisor.
- Other duties as assigned.

### **Education and/or Experience**

- 15 years of age or older.
- Customer service skills.
- Knowledge and ability to apply first aid techniques.
- Ability to maintain warming house and rinks in a safe manner.
- Knowledge of general housekeeping techniques.
- Ability to work independently.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. In addition, punctuality and attendance are critical. The individual is expected to be available as scheduled, or work with the supervisor in advance of any unplanned absence to ensure that all shifts are covered.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand; walk; sit; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work is typically performed in an outside, non-temperature controlled environment. The employee occasionally works in outside weather conditions and is occasionally exposed to extreme cold, wet and/or humid conditions.

The noise level in the work environment is usually moderate.

### **Reasonable Accommodations**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.