

POSTION OPENING



POSITION OPENING

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**POSITION OPEN UNTIL FILLED**

TITLE	SEASONAL ARENA/BUILDING ATTENDANT
DEPARTMENT	PARKS & RECREATION
SUPERVISED BY	RECREATION FACILITIES OPERATIONS MANAGER and ARENA MAINTENANCE SPECIALIST
LOCATION	BURICH ARENA (East & West)
SUMMARY	RESPONSIBLE FOR CUSTOMER SERVICE, ICE RESURFACING (see required qualifications), AND LIGHT CUSTODIAL DUTIES

#### DUTIES AND RESPONSIBILITIES

- 1 Greet the public and answer questions using good customer service skills and a professional presence at all times.
- 2 Perform opening and closing of the facility. Collect admission for open skating and secure all collected monies. Supervise open skating sessions.
- 3 Resurface the ice rinks in both the East and West arenas using the ice resurfacing equipment.
- 4 Prevent accidents and allow for the enjoyment of all patrons through fair and consistent enforcement of policies, rules, and regulations governing the conduct of individuals using the facilities.
- 5 Use and operate equipment but not limited to telephone, floor sweeper, and general office equipment.
- 6 Complete any necessary paperwork including accident/incident reports, season pass forms, and time records.

- 7 Sets up and takes down athletic equipment for recreation contests and events. Assists with set up and clean up of facility. Including proper storage of supplies.
- 8 Performs general cleaning/custodial duties as instructed including, but not limited to, restrooms, sweeping, mopping, trash removal, snow removal from arena public entrances and adjacent sidewalks.
- 9 Oversees lost and found items receptacle.
- 10 Follows all city policies and procedures, including exceptional safety standards.
- 11 Other duties as assigned.

EQUIPMENT Ice resurfacing equipment, telephone, basic office equipment, and light custodial equipment.

REQUIRED QUALIFICATIONS Must be 18 years of age to operate and maintain the ice resurfacing equipment. Must possess strong customer service and communication skills. Basic math skills along with experience working in a monetary operations system.

DESIRABLE QUALIFICATIONS Previous customer service experience. Previous ice arena work experience. Ice resurfacing equipment operation experience. Ability to understand and carry out oral and written directions; communicate effectively with program participants, community members and staff; be versatile, flexible, friendly and cooperative. Able to independently initiate and complete work activities.

WORKING CONDITIONS Considerable contact with the public. Generally inside work in temperatures required for ice arena, and may occasionally be required to work in all types of weather conditions, and all types of noise levels. This position works up to 40 hours per week.

Seasonal Position / Minimum Starting Pay Rate \$9.50 / hour

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CITY OF HUTCHINSON  
ADDENDUM TO JOB DESCRIPTIONS 1995  
TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

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**FOR POSITIONS: *Building Custodian, Liquor Store Clerk, Laboratory Technician, Building / Arena Attendant***

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. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.

The noise level in the work environment is usually moderate.

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**The duties listed in job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**