

NON-UNION JOB DESCRIPTION

JOB TITLE	Skate Patrol Attendant– Part-time/Seasonal
DEPARTMENT	Public Works and Recreation Department

REPORTS TO	Supervisor of Parks & Recreation
STD HRS OF WORK	Up to 24 hrs/wk as required Monday – Sunday subject to operational needs

PURPOSE OF POSITION:

To assist the Supervisor of Parks & Recreation or designate in providing parks and recreation services to the community. Job functions included supervising public skating program and events, clean up, set up and take down as a part of the recreation team.

Hours will depend on the operational requirements and may include weekdays, evenings and/or weekends. Hours are not guaranteed, but are scheduled in advance by the Supervisor of Parks & Recreation. However, on occasion, Facility Attendant may be called into work on short notice.

QUALIFICATIONS, EDUCATION & EXPERIENCE

- Must be 16 years of age or older
- To assist with the operation of the West Lincoln Community Centre & the Arena including skate patrol, ticket sales and other event functions as assigned by the Facility Operator on duty
- Excellent ice skating skills to provide supervision of public skating actives
- Assist with custodial duties and maintenance tasks as assigned
- Current First Aid Certification Level C with CPR considered an asset

RESPONSIBILITIES

1. Ticket Sales: collecting fees, distribute tickets, recording//balancing revenue sheet and greeting guests.
2. Skate Patrol: supervising ice surface, enforcing rules and regulations, providing minor first aid, effectively patrolling public skating with an emphasis on the safety of the patrons while promoting leisure.
3. General cleaning of the entire facility.
4. Enforce and promote Township values and policies
5. Perform other related duties as assigned.

JOB ENVIRONMENT

- An indoor and outdoor environment with exposure to loud noises, interruptions, lack of privacy and fluctuating temperature.

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- Occasional exposure to people who are difficult to deal with.
- Required to clean washrooms, public areas and/or team rooms which may present exposure to bodily fluids and human waste.

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.
