



City of Cloquet Job Description

POSITION: Skating Rink Attendant - Temporary/Winter Seasonal
DEPARTMENT: Public Works-Streets
REPORTS TO: Street/Parks Department Supervisor

SUMMARY

Performs various tasks related to the monitoring of warming houses and outdoor skating rinks.

ESSENTIAL FUNCTIONS OF THE JOB

Responsible for opening and closing facilities according to the rink policy.

Supervise and monitor warming house facility and skating rink.

Maintain and clean warming house area and restroom.

Shovel snow to building entrance and clean skating rink surfaces of snow as required.

Patch holes and large cracks in ice.

Assist young skaters with skate lacing.

Monitor skating rinks to ensure safe skating.

Keep general skating area free from hockey play.

Perform record keeping tasks (i.e., number of participants and other required reports)

Maintain and control equipment inventory.

Provide general direction and supervision to youth and adults.

Perform other duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Must be at least 18 years of age or a senior in high school.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to carry out simple verbal or written instructions necessary for the performance of semi-repetitive manual tasks. Ability to communicate effectively and appropriately in English with all age groups.

MATHEMATICAL SKILLS

None.

REASONING ABILITY

Ability to work independently and to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to act in a decisive manner, using good judgment. Must be able to assess problems and situations, anticipate needs and evaluate alternatives.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of general housekeeping techniques for building maintenance.

Ability to maintain warming house and skating rink in a safe manner.

Knowledge of and ability to apply basic first aid techniques.

Ability to read, keep and record data, and maintain records. Must be able to understand and follow directions and regulations.

Must be able to operate in an efficient and safe manner all equipment and vehicles required for this position and in accordance with City policy and direction.

CERTIFICATES, LICENSES AND REGISTRATIONS

Minnesota Class D Driver's License.

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

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.