



Rink Attendant

Class Code:
16013-22

Bargaining Unit: None

CITY OF RAMSEY
Established Date: Sep 12, 2017
Revision Date: Aug 31, 2022

SALARY RANGE

\$13.00 - \$14.50 Hourly

PRIMARY OBJECTIVE OF POSITION:

To maintain the warming houses during the skating season through responsible, safety-minded work as a part-time temporary Ice Rink Attendant at Central Park and Ramsey Elementary School. Weather permitting, the warming houses are expected to open Friday, December 16, 2022 and will remain open for approximately ten (10) weeks.

The warming houses are typically open from 3:30 pm to 10:00 pm on weekdays, from 10:00 am to 10:00 pm on Saturdays, and from 12:00 pm (noon) to 8:00 pm on Sundays. During the holidays when schools are on winter break, the rinks will be open from 10:00 am to 10:00 pm on the weekdays, depending on weather conditions.

MINIMUM QUALIFICATIONS:

The successful applicant must possess the following minimum qualifications:

- Must be at least 16 years of age by Thursday, December 8, 2022
- Must pass a drivers license and criminal background check

DESIRED QUALIFICATIONS:

- Previous experience as a rink attendant
- Training in first-aid

****NOTE** All individuals that are hired must be able to attend the mandatory orientation program on Thursday, December 8, 2022 from 6:00 pm to 8:30 pm.**

ESSENTIAL JOB FUNCTIONS:

- Supervise rink, warming house and grounds, with safety being of primary concern
- Enforce rules and policies
- Shovel snow from the gates and doorways
- Keep walkways and doorways ice-free
- Report safety hazards to the Parks Supervisor, Parks Lead or his/her designee immediately
- Sweep and mop warming house before leaving shift and pick up all debris
- Push nets off rinks and out of the gate openings
- Utilize the rink attendant's daily log sheet to communicate all non-emergency information to the Parks Supervisor and Parks Lead or his/her designee
- Account for, and put away all shovels and equipment before completing shift
- Turn off the rink lights according to time and weather conditions
- Assist with rink scheduling
- Safeguard keys
- Secure premises before leaving

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand and follow verbal instructions in English
- Ability to work independently with limited supervision
- Ability to work in cold weather conditions
- Ability to finish work in a timely and efficient manner
- Ability to get along with others including patrons of the ice rinks, supervisors, and coworkers

JOB ACTIVITY REQUIREMENTS:

This job requires employees to be able to lift and carry up to 50 pounds without assistance.

This position's working conditions are as follow, but are not limited to:

- Working Outdoors
- Working Indoors
- Working with chemicals (cleaning product/ice melt)