



BROOKS SCHOOL

POSITION DESCRIPTION

Position Title: General Maintenance Worker - Ice Rink Attendant

Employment Category: Part Time

Permanent/Temporary: Seasonal

Reports to: Rink Supervisor

Exempt/Non-exempt: Non-exempt

Schedule (hours and weeks): 32 hours per week; overtime as assigned. Rink is typically in operation November 1st through March 15th

Benefits Eligible: Yes

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SUMMARY DESCRIPTION

This position is responsible for preparing and maintaining the ice rink and for operating the ice rink in a safe and clean manner that provides an excellent experience for The Brooks community and all other users. There will be no tolerance for fighting, poor parental behavior, drugs or alcohol. This position will be assigned to other roles within the Facilities Management Department when the ice rink is not in operation, based on workload and economic conditions.

Must submit to a post hire physical exam and the required background checks. Also, must possess a valid driver's license. There is a required 90 day probationary period. At the end of that period, the employee will be evaluated for their ability to successfully continue in this position.

ESSENTIAL FUNCTIONS AND KEY OBJECTIVES

- General awareness of operational needs, student and adult behavior, and other risk management issues;
- Address all operational, behavior and risk management issues requesting assistance as appropriate;
- Operate and maintain Zamboni ice resurfacing machine; Training will be provided as required;
- Clean all areas of the rink including common areas, locker rooms and the parking lot;
- Remove any accumulated trash to a disposal location;
- Maintain the cleanliness of the ice rink boards and glass system;
- Restocking of vending machines;
- Weekly ice maintenance via the use of hand tools and an ice edging machine;
- Changing of filters on heating unit;
- Be on the look-out for any ice rink building system abnormalities;
- Ice installation and removal;
- The employee must maintain a functional awareness of the typical hazards of the workplace; This includes but is not limited to OSHA regulations pertaining to workplace safety and chemical use; read and understand related safety documents;
- Understand and follow the regulations in the "Brooks Staff Handbook";

OTHER RESPONSIBILITIES

- During slow periods/off time, general maintenance work will be required.
- May be called upon to cover for planned and unplanned absences of regular security staff.
- Other duties as required to support the functions of the School.

QUALIFICATIONS

- High School graduate or GED preferred;
- Ice rink operation experience preferred;
- Successfully completion of Medical exam and criminal records background investigation

PHYSICAL DEMANDS

The work performed by ice rink attendants is physical and requires 8 hours or more a day of physical activity including but not limited to performing the following tasks:

- Bend, lift, twist, kneel, scrub, reach and perform other movements to fully maintain the ice rink;
- Read and understand employment-related safety information;
- Lift up to 80 pounds repeatedly;

- Work in temperature ranging from below zero to fifty degrees. Work in inclement conditions;
- Walk on ice and other uneven and slippery surfaces;
- Be capable of safely operating indoor and outdoor rink maintenance and ice maintenance equipment;