



311 West River Road  
Hooksett, NH 03106

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## JOB DESCRIPTION

<b>Job Title</b>	Operations Staff
<b>Reports to</b>	Operations Manager

### Job Purpose

Maintain facility to ensure a safe and clean environment for all customers.

### Duties and responsibilities

- Welcome all customers with a friendly and professional manner
- Responsible to maintain a safe, hazard free ice surface for users
- Operate the ice resurfacer in a safe and dependable manner
- Responsible for regular ice maintenance including but not limited to flooding, edging and chipping
- Responsible for taking timely and accurate readings on ice plant equipment
- Perform scheduled maintenance on ice resurfacer and edger as directed by the Operations Manager
- Responsible for maintenance and janitorial duties throughout the facility
- Arrive to work on time and in uniform
- Responsible to empty all trash receptacles
- Clean and maintain public restrooms, front entrance, locker rooms, locker room hallway, seminar room, mezzanine, and any other areas as requested
- Ensure parking lot is clear of all debris
- Set up/breakdown tables and chairs for special events
- Responsible for ensuring all work performed is done in accordance with Tri-Town Ice Arena's policies and procedures
- Responsible for making sure building is locked at the end of the night and specified lights have been turned off
- Maintain opening and closing checklists every shift
- Responsible for following schedule every shift
- Any other activities as requested from management

For more information, please contact Jeremy Vega at 603-270-1024 or [jeremyvega3@yahoo.com](mailto:jeremyvega3@yahoo.com) or Brianna Tremblay at 603-270-1016 or email [Brianna.tremblay@gmail.com](mailto:Brianna.tremblay@gmail.com)