

## **CITY OF FOREST LAKE JOB DESCRIPTION**

**POSITION:** Warming House Attendant

**DEPARTMENT:** Parks

**LOCATION:** Beltz Park and/or Tower Park

**IMMEDIATE SUPERVISOR:** Park and Recreation Coordinator

**HOURS WORKED:** Part-time seasonal position requiring approximately 15-25 hours per week as needed to fulfill the requirements of the job. Must be able to work nights and weekends.

**POSITION SUMMARY:** The Warming House Attendant performs a variety of duties including, but not limited to, welcoming visitors to the facility, supervision and light maintenance of the rinks and warming house facility.

### **ESSENTIAL FUNCTIONS**

- Responsible for opening and closing the warming house; must be reliable and punctual.
- Greets the public in a friendly manner, and provides assistance to ice rink users as needed.
- Responsible for observing the activities of the skaters and non-skaters alike, both inside and outside and enforce rink rules as necessary.
- Interacts with community members in a professional, courteous, and helpful manner.
- Responsible for turning lights and heat on at beginning of shift, and off at the end of shift.
- Maintains cleanliness of warming house and skating areas.
- Resolve and handle any problems that arise with skaters or the public.
- Responsible for shoveling rinks and pathways to and from the warming house.
- Record detailed information on rink attendance, weather and accident reports.
- Responsible for putting away shovels, brooms and any other equipment as deemed necessary for operation of the rinks. This includes removal of hockey nets at the hockey rink to be stored outside of the rink.
- Responsible for clean up at the end of their shift; no garbage left in warming house, in parking lot and on rinks and everything put away.
- Maintain a safe and inviting environment at the facility; provide first-aid supplies to patrons, as needed.
- Notifies supervisor of any issues or concerns that may arise during shift.
- All other duties as assigned by the Park and Recreation Coordinator.

### **MINIMUM QUALIFICATIONS**

Must be at least 16 years of age or older.

High school diploma or equivalent or current high school student.

Valid driver's license and good driving record.

### **PREFERRED QUALIFICATIONS**

Ability to ice skate.

Previous customer service experience.

Recreational experience, education, or interest.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Strong communication and interpersonal skills.

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

Ability to read, write and comprehend basic instruction.

Ability to present a positive and professional image of the City to the public.

Ability to work independently.

### PHYSICAL REQUIREMENTS

Hearing normal or corrected to normal.

Eyesight 30/40 or corrected to 30/40. May entail distance vision, color vision, peripheral vision and depth perception.

Stand, walk, bend, stoop, squat, crouch, kneel, balance, lift or reach as needed.

Shoveling.

### WAGE RANGE

\$10.00 - \$12.00 per hour