



Recreation Department Facility Supervisor – Ice Arena

Mayor Pamela Bobst

Reports To:	Rec. Facilities Coord.	Salary:	\$15.00-18.00 per hour
Shift:	Varies Sunday – Saturday	FLSA Status:	Exempt
	Evenings and Weekends may be required		

Position Overview:

The Ice Arena Facility Supervisor is responsible for the oversight of the staff, operations, programs and service during his/her shift. This includes, but is not limited to opening/closing the facility, managing concession staff, rink guards, skate shop, etc. Additionally, will have responsibly of ensuring the safety and overall operation of the ice surface. Zamboni ice resurfacing machine, Floor auto-scrubber, Kaivac cleaning machine, AED, General Cleaning Equipment, Edger, etc. Work environment would consist of: Indoors (95%) but cooler climate (~45degrees) and outdoors (5%) during winter months.

Duties:

- 1. Facility Management** **65%**
 - a. Open/Close Hamilton Ice Arena as scheduled
 - b. Operate Zamboni as require for adequate ice surface.
 - c. Ensure cleanliness of facility (lobby, restrooms, locker rooms, etc.)
 - d. Responsible for ensuring cash handling is accurate at all stations.

- 2. Staff Management** **20%**
 - a. Oversee all Ice Arena staff (cashiers, guards, skate shop, etc.)
 - b. Responsible for assisting in training new/returning staff members.

- 3. Customer Service** **10%**
 - a. Ensure patrons receive a safe, consistent experience each visit.

- 4. Miscellaneous** **5%**
 - a. Other duties as assigned

Minimum Qualifications:

- Ability to supervise, operate, ice resurfacing machine (Zamboni).
- Must possess knowledge of rink policies & procedures.
- Must possess a valid driver's license, ability to lift and carry 50 pounds, and willing to work in cold environment also required.
- Must hold current CPR/AED/FA cortication or willing to obtain.

Position will be posted until filled. Applications may be obtained at http://s804876413.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

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