



Position Title: **Ice Rink Operations Assistant**

Last Updated: July 2024

Reports To: Rink Manager/Event Set-up Coordinator

Status: Full-Time calendar year  
Non-exempt-hourly

Schedule: Actual hours will be assigned per the needs of the department and will include regular weeknight/weekend hours and special event coverage as necessary

Benefits: Full benefit eligibility  
Tuition Remission Eligible - No

Summary Description: The Ice Rink Operation Assistant supports the Facilities Management Department with daily operation of the Ice Rink. This position will also support other areas of the Facilities Management team (grounds, maintenance, set-ups) as needed.

Essential Functions:

- Serves as the on-site primary contact, for all parties utilizing the rink, and acts as the lead professional for all on-site operational rink matters
- Zamboni driver, responsible for maintaining the ice surface between and during games
- Sharpens skates for WNS students and other constituents of the hockey rink
- Responsible for light custodial tasks, in the locker rooms, bleachers and in the general rink area
- Responsible for general machine maintenance associated with the hockey rink
- Adhere to all safety guidelines regarding rink operation
- Assist Facilities Management with grounds, event set-ups and requests for special functions

Additional Responsibilities:

- Required to wear proper attire, consistent with school's dress code always and to maintain positive attitude and appearance in accordance with department/school standards
- Must always maintain high level of personal hygiene and cleanliness
- All school employees have some responsibility for reporting inappropriate behavior to School Administration to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Other duties as needed or assigned

Qualifications:

- 1-3 years' experience in rink maintenance, Zamboni operation
- Strong organizational skills for multi-tasking and prioritizing responsibilities
- Excellent interpersonal and communication skills to successfully interact with diverse staff, faculty, students, and other constituents of the School
- Have excellent integrity and demonstrate good moral character and initiative with a professional demeanor
- Solid working knowledge of Microsoft Office Suite, (Word, Excel) Internet
- Ability to work independently or as a team
- Ability to understand verbal and written instructions and effectively communicate in a concise manner
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check

Qualifications cont'd.:

- Must participate in annual harassment awareness training as a condition of employment
- Regular and consistent attendance and punctuality is required as a condition of employment
- Must have a valid driver's license

Physical Qualifications:

- Regularly required to listen, physically direct, and speak
- Position requiring mobility, including bending, walking, lifting (up to 50 lbs.)
- Use of hands and finger to manipulate office equipment, handle, or feel and reach with hands and arms
- Specific vision abilities required including close vision, distant vision, color vision and depth perception
- Must be capable of standing and/or sitting at a computer for extended periods of time, be capable of repetitive movements of wrists, hands, and fingers

Working Environment:

- The environment may be hectic at times with frequent interruptions, multiple distractions, and changing priorities
- The employee may be exposed to wet or humid conditions
- The employee may be exposed to significant changes in temperature
- The employee may be regularly exposed to noisy environments
- The employee may be exposed to dusty environments
- The employee may be exposed to chemicals used in the process of performing routine tasks

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects the administration's assignment of essential functions; and nothing in this herein restricts the administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.