

**CITY OF BELLE PLAINE, MINNESOTA
POSITION DESCRIPTION**

<u>POSITION TITLE:</u>	<u>Ice Rink Attendant - Seasonal</u>
<u>DEPARTMENT:</u>	Community Recreation
<u>SUPERVISORS:</u>	Activities and Recreation Director Public Works Superintendent City Administrator

OVERVIEW OF POSITION:

Summary: The Ice Rink Attendant helps to ensure the safety of patrons including accident prevention at the community ice rink. Notifies emergency personnel in case of injury or accident.

ESSENTIAL JOB FUNCTIONS:

- Comply with and enforce all policies, procedures and regulations set by the City of Belle Plaine and be familiar with ice rink operations.
- Present oneself in a professional manner at all times.
- Prevent accidents and minimize or eliminate hazardous conditions.
- Respond quickly to all emergency situations.
- Educate patrons and inform them of the purpose and need for rules and regulations.
- Attend trainings.
- Complete all records and reports as required, including logs and attendance records.
- Cleaning and maintenance of warming house as required.
- Perform other support duties as required.

MINIMUM QUALIFICATIONS

- Be at least 15 years of age.

DESIRED QUALIFICATIONS

- Experience as an Ice Rink Attendant.