



TOWN OF SMITHFIELD

Job Description

Part-time Ice Rink Maintenance Worker

General Summary: Under the general supervision of the Ice Rink Manager and the Assistant Managers, this part time maintenance worker shall see to it that the complete interior of the Ice Rink is maintained in a proper manner both as to repair and appearance. It is expected that the maintenance worker will maintain the Ice Rink facility with a high degree of personal pride and interest so that it will be kept in excellent appearance and condition, and thereby reflect his/ her integrity, zeal and workmanship.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Clean locker rooms, washrooms, floors, bleachers and rink mats during a scheduled work shift. Floors will be washed on a regular schedule.
2. All wash rooms will be kept clean; toilets and sinks will be cleaned on a scheduled work shift. Paper toweling and toilet tissue will be replaced as needed.
3. All waste baskets are to be emptied as needed,
4. See that all custodial and rink equipment is kept in good working order.
5. Notify the Ice Rink Manager whenever serious problems arise in connection with the operation and maintenance of the rink.
6. Shovel snow from entrance ways, sand walkways and steps as appropriate.
7. Wash all glass and windows as needed.
8. Rent and sharpen rental skates for the public during scheduled ice time.
9. Performs other tasks, as the Ice Rink Manager deems necessary for the efficient and effective operation of the facility.

JOB REQUIREMENTS:

1. Ability to work past 7:00 pm during a scheduled shift.
2. Ability to work with minimal supervision.
3. Ability to work 15 hours per week.
4. Ability to operate office equipment.

PHYSICAL REQUIREMENTS:

The following physical abilities are representative of those that must be met by an employee to successfully perform the essential functions of this job:

While performing the duties of this job, the employee is regularly required to talk or hear and smell. The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.

The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.

EDUCATION AND/OR EXPERIENCE:

1. A valid driver's license is preferred.

WORKING CONDITIONS:

2. Possess the ability to work independently.
3. Possess the ability to work nights and weekends as needed.
4. Possess the ability to work inside and outside the building in all types of weather.
5. At times, noise level is loud.

SALARY REQUIREMENTS:

1. As stipulated by the Town Manager.

8/2016