



The CITY OF BURNSVILLE
Invites applications for the position of:
WARMING HOUSE ATTENDANT

An Equal Opportunity Employer

OPENING DATE: 10/1/2020

CLOSING DATE: Open Until Filled

STARTING SALARY: \$10.00 - \$11.20/hour, depending on experience

SALARY RANGE: \$10.00 – \$11.20/hour

DESCRIPTION: This position involves responsibility for the safety of skating participants and the security of the warming house area. Oversee the area inside the warming house as well as the outside skating areas and surrounding park.

HOURS: This is a part-time, seasonal/temporary position. Hours are evenings and weekends during the skating season. Warming houses are open Monday-Friday 4:00 p.m. – 9:00 p.m., Saturdays 12:00 a.m. – 9:00 p.m. and Sundays 1:00 p.m. – 9:00 p.m. Some sites only open until 8:00 p.m. each day.

ESSENTIAL JOB FUNCTIONS:

- Open warming house at least five minutes prior to scheduled opening time and close at the scheduled time.
- Be at work at scheduled times, or find a replacement.
- Assist children with putting on their skates and protecting their rights both on and off the rink.
- Supervise use of the warming house and outside the skating area.
- Keep hockey sticks and pucks off the pleasure skating areas.
- Perform light maintenance daily, including sweeping of floors, wiping up spills, cleaning tables and chairs, cleaning surfaces in restroom and picking up litter on the grounds; shovel snow off sidewalks, ramps, around doors, in front of portable washrooms, and other places as assigned. Responsible for chipping ice out from the bracket for the hockey gate boards.
- Assist maintenance crew in flooding and snow removal as necessary.
- Prevent vandalism or abuse to the building and grounds.
- Assist the local youth hockey associations and other community programs that use the warming house and ice rink facilities.
- Report accidents which require advanced first aid to the Police Department. Complete all accident report forms as required.
- Tour the ice at the beginning and end of shift to make certain that there is nothing on the ice or any dangerous conditions existing. Report any potentially dangerous conditions to the Warming House Leader or Recreation Programmer.
- Keep up-to-date attendance records, accident reports, damage reports and equipment or supply needs.

ESSENTIAL JOB FUNCTIONS (CONTINUED):

- Coordinate and implement any program of special recreation activities as assigned by a supervisor.
- Be courteous and sincere in all relations and matters dealing with the public.
- Attend all staff meetings and training sessions as required.
- Perform other duties as apparent or assigned.

MINIMUM QUALIFICATIONS:

- 16 years of age or older.
- Ability to work independently and make responsible decisions according to established procedures.
- Ability to interact with the public in a positive manner and maintain good public relations.

DESIRABLE QUALIFICATIONS:

- Coursework in first aid and CPR (Training will be provided during orientation).

EXAMINATION:

- Training and Experience Rating
- Oral Interview
- Other testing as appropriate
- Must pass a background check

APPLICATIONS MAY BE FILED ONLINE AT:

www.burnsville.org/jobs

OUR OFFICE IS LOCATED AT:

100 Civic Center Parkway

Burnsville, MN 55337

P:952-895-4477