

DISTRICT 112 – THE SCHOOLS OF EASTERN CARVER COUNTY

Position Description

SECTION I: GENERAL INFORMATION

Position Title: <i>Ice Rink Attendant/Monitor</i>	Department / Building: <i>Community Education / Victoria Ice Arena</i>
Reports to: <i>Community Education Ice Arena Specialist</i>	FLSA Status: <i>Non-Exempt</i>
Band/Grade/Subgrade:	Bargaining/Work Unit:
Position Last Updated:	Next Position Description Update:

SECTION II: JOB SUMMARY

To provide security and assistance at the Victoria Ice Area for schedule events during non-regular school hours.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility:
Percent of Time:		<i>Provide building security and assist rink manager and groups with building needs.</i>

Tasks involved in fulfilling above duty/responsibility:

- Unlock/lock doors – sign in, turn off alarms, if necessary
- Turn on lights in areas that are on the schedule, including the restrooms
- Able to perform duties pertinent to ice area including operation of Zamboni
- Open storage if group needs volleyball/soccer nets
- Put baskets up/down according to group use
- When group arrives, introduce yourself and identify where you will be
- Station yourself at the entrance to observe coming and going of group
- Make rounds on a regular basis, including restrooms
- Work with group to put facility back to its original order.
- After the group is gone, lock doors
- Check restroom (check faucets and turn off lights)
- Turn off lights in areas that the group used
- Set alarm, if appropriate to building
- Sign out and leave building
- Double check to verify that the doors are closed tight and locked
- Originate district “Facility Concern Reports” when necessary
- Be able to lift 50 lbs
- Help establish and maintain appropriate behavior
- Be familiar with and enforce district policies

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Must be prompt
- Honest and dependable
- Knowledge of district policies
- Regular attendance
- Good oral communication skills
- Friendly, helpful attitude
- Thoroughness
- Experience working with people
- Conflict resolution skills
- Personal patience
- Ability to stay calm in the face of conflict
- Application of non-coercive discipline strategies
- Attention to detail
- Maintain high standards

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

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SECTION VI: EXPERIENCE REQUIREMENTS

- Must be 18 years of age or older

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.