

THE CORPORATION OF THE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS
Job Description

Position Title: **Rink Supervisor**

Work Relationship: **Reports Directly to Outdoor Rink Manager**

Purpose of the Position:

Under the direction of the Outdoor Rink Manager or his/her designate, the Rink Supervisor is responsible for monitoring the rink while in operation, attending to any first aid issues that may arise, maintaining the up keep of the building interior by keeping it neat and tidy, enforcing the rules of the rink and ensuring that all users of the rink facilities comply with applicable legislative requirements and municipal policies and by-laws pertaining to the use of municipal property, operating the concession and ensuring that there are adequate supplies, ensure that the concession is operated in compliance with Renfrew County & District Health Unit requirements, participating in special events and activities at the rink.

MAJOR RESPONSIBILITIES:

1. Program/Service

Duties include but are not limited to:

- Open and close recreation building for scheduled skating times
- Provide high level customer service
- Support and enforce rink rules and schedule
- Fill out rink tracking sheets
- Fill out Incident Report when necessary and be prepared for follow up
- Look after concession sales and keep concession area clean and tidy, keep inventory and sales records
- First aid
- Tidy up at the end of each shift (main area, concession, bathroom)
- Help with special events and activities
- Be aware of and enforce rules and policies pertaining to the use of municipal property

2. Human Resources

Not responsible for supervision of other employees

3. Financial Resources

Not responsible for the preparation of budgets or acquisition of funds.

4. Material Resources

Responsible for upkeep of equipment – concession area

SKILL AND EFFORT

5. Knowledge

- Must be able to work in both a team environment and independently
- Must be punctual and reliable
- Must be responsible with cash
- Possess excellent problem solving skills
- Possess excellent people skills
- Must be positive, enthusiastic and organized
- Must possess and maintain a valid Ontario Class G Licence
- Must obtain a current Criminal Records/Vulnerable Sector Check at your own expense

6. Physical Skill and Effort

- You are required to clean up after each shift and keep the areas of the rink that you are working in clean and tidy
- You are required to assist with special events and activities
- May be required to perform First Aid and/or assist someone who has fallen, has a disability or mobility issues
- You are required to fill out tracking sheets and incident reports

7. Decision Making and Judgement

Work is performed under the direct supervision of the Outdoor Rink Manager or his/her designate. Access is also available to established policies and procedures for the municipality.

Judgement is exercised in:

- Working without supervision once the task has been outlined.
- Notifying supervisor of safety or operational problems or issues as they arise.
- Ensuring that work activity is carried out according to quality standards established by supervisor.

8. Interpersonal Skills/Contacts

You must possess good interpersonal skills to work with the public and your co-workers so as to provide a positive experience to those using the Municipal Recreation Property.

Internal:

You must work in a positive way as a team member with other co-workers for the purpose of sharing information to complete work assignments.

External:

You must work with the public in a positive manner, providing polite and tactful responses to inquiries, and providing assistance as required.

WORKING CONDITIONS:**9. Environment**

Works in and around the Killaloe Recreation Centre or the Round Lake Recreation Centre.

10. Control over Work Schedule

Normally not required to work overtime, but will be required to work holidays and week-ends.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.