POSITION TITLE:	Skate Shop Attendant/Ice Patrol	POS. NO:	3071
DEPARTMENT & DIVISION:	Parks and Recreation/Recreation	EFFECTIVE DATE:	March 1995
REVIEWED OR AMENDED DATE:	January 2023	APPROVED BY:	Manager of Recreation Services

POSITION FUNCTION

Rent and sharpen skates in the Skate Shop. Ensure the safety of patrons using the ice skating rink.

KEY DUTIES

Sharpen skates; operate skate grinder; rent skates to patrons; Operate P.O.S. system through registration software to receive payments for skate rentals and sharpening; complete cash summaries for school ice times.
Answer questions from patrons regarding skating schedules; assist Ice Patrol as needed; discuss Ice Patrol performance with supervisor.
Monitor activities of skaters for safety during sessions; provide assistance to patrons such as helping them on or off the ice; ensure adherence to skating rink rules and regulations by issuing warnings or asking skaters to leave the ice.

Perform basic first aid.

Call 911 if required; complete accident forms.

Perform related duties where qualified.

INDEPENDENCE

Work is assigned by supervisor or performed according to established routine.

Work is reviewed by supervisor.

Problems such as serious incidents, accidents, and disorderly patrons are referred to supervisor.

WORKING CONDITIONS

Physical effort:

Prolonged standing; dexterity for skate sharpening and use of cash register. (continuous)
Skate. (continuous)

Mental effort:

Normal.

Visual/auditory effort:

Normal.

Work environment:

Skate Shop.

Dust from skate grinder. (occasional)

Ice skating rink.

Exposure to cold environment. (continuous)

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Model the Township's core values in all program activities:

Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.

Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.

Respect – we value people and treat everyone with dignity and fairness.

Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion – we approach our work with conviction and enthusiasm.

Deal with the public in a courteous and tactful manner.

Operate a skate grinder.

Understand and discuss job related matters.

QUALIFICATIONS

Formal education, training, and occupational/professional certification:

Partial High School.
Standard First Aid.

Experience:

Ability to skate

or an equivalent combination of education and experience.

OTHER

Length of time to become familiar with job duties and responsibilities: varied, depending on qualifications.

May be requested to substitute in a more senior position.