

ESQUIMALT
POSITION DESCRIPTION

Position No.: 3071
Effective Date: 15 March 1995

Position Title:	Skate Shop Operator
Department/Division/Section:	Parks and Recreation/Recreation

POSITION FUNCTION

Rent and sharpen skates in the Skate Shop.

KEY DUTIES

Sharpen skates; operate skate grinder; rent skates to patrons; operate cash register to receive cash and make change 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.

Notify paramedics 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)

Mental Effort:

Normal.

Visual/Auditory Effort:

Normal.

Work Environment:

Skate Shop.

Dust from skate grinder. (occasional)

KEY SKILLS AND ABILITIES

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 Certification:**

Partial High School.

Experience:

Not required.

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.