



*Wisconsin's Heartland . . . On the Grow*

## MILL POND ICE SHACK ATTENDANT

<b>Department:</b> Public Works	<b>FLSA Status:</b> Non-Exempt
<b>Division:</b> Parks & Recreation	<b>Job Status:</b> Non-Bargaining Unit
<b>Reports to:</b> Director of Public Works/City Engineer	<b>Location:</b> Mill Pond Ice Skating Shack
<b>Prepared by:</b> Human Resources Specialist	<b>Approved by:</b> Plymouth Common Council
<b>Date:</b> October 12, 2017	<b>Date:</b> December 12, 2017

### GENERAL DESCRIPTION

This seasonal, part-time position is responsible for monitoring the ice rink condition, the skaters' safety and maintaining the ice shack.

### JOB FUNCTIONS

The following duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

- Greet and welcome all guests.
- Ensure that ice shack rules are adhered to.
- Perform any necessary maintenance before, during, and after the operational day.
- Keep alert and be ready to respond immediately to any unexpected event.
- Notify supervisor of any conditions which may create a hazard or inconvenience to guests.
- Perform transactions using cash register.
- Handle or refer public complaints.
- Handle emergency situations.
- Inspect facility and report unsafe conditions.

### OTHER DUTIES

- Track inventory and inform supervisor when supplies run low.
- Clean facility as needed or as directed.
- Properly open and/or close facility.
- Other duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- No previous experience required.
- Must have the ability and desire to withstand long periods of time outside in all types of weather and temperatures.
- Ability to communicate orally and in writing and have basic math skills.
- Ability to handle monetary transactions.
- Must be able to understand and follow written and oral instructions.
- Must be able to do light to heavy lifting (up to 50 pounds).

### EDUCATION AND TRAINING

- Must be at least 16 years of age.
- CPR or other emergency or safety training preferred.

## WORKING CONDITIONS

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequent exposure to cold, wind and snow/wet conditions; moderate mental effort is required daily; moderate physical exertion; moderate mental pressure and fatigue exist during a normal workday.

**Disclaimer:** The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.