

Position: Rink Attendant at the Kevin Bell Arena (KBA), Homer, Alaska

Employer: Homer Hockey Association, Inc. (a 501(c)3 organization) [HHA]

The Homer Hockey Association is seeking applicants for a part-time rink attendant to work seasonally from October to the end of March at the Kevin Bell Arena; an additional 20 hours of work is required to help put in ice around mid-September. Rink attendants work approximately 8 hrs/week on weekends or weekday afternoons/evenings. Schedule flexibility is a plus because, on occasion, rink attendants may have the opportunity to work two or more days a week depending on the availability of other employees. Pay is \$15/hr with social security and worker's compensation, but no other benefits. A work contract is signed annually between the attendant and the HHA.

Scope of work: The rink attendant works directly for the rink manager. As part of the KBA staff, the primary focus of work is to ensure that the KBA runs smoothly on a daily basis (driving the Zamboni is only one small part of the job!). Other duties are described below in more detail. Attendants need to be punctual, dependable, and motivated to maintain the Kevin Bell Arena in the best condition possible to ensure smooth ice, clean locker rooms, and a positive user experience. Training and orientation will be available to the successful candidate.

Primary duties:

The attendant's tasks and responsibilities fall into several broad categories:

- 1) *Repair and maintenance:* minor maintenance and handyman repairs of the facility; monitoring mechanical systems (refrigeration, heating, lighting, and air-handling), operation and maintenance of the Zamboni and edger to make a quality sheet of ice. The attendant may assist the rink manager in trouble-shooting and repairs.
- 2) *Sharpening skates.*
- 3) *Custodial services:* the attendant completes routine cleaning of bathrooms, locker rooms, flooring, and glass throughout the facility. This includes managing trash and recycling and, more recently, COVID-specific cleaning tasks. The rink attendant keeps the rink manager apprised of custodial supply needs and repairs.
- 3) *Customer service:* the attendant interacts with the public and a variety of user groups which requires an even temperament and excellent verbal communication skills.

Applicants should submit a cover letter, resumé, and three references of support to John Mink (prez.kevinbellarena@gmail.com) or Leslie Slater (kbaabchair@gmail.com) beginning November 1, 2021. Copies of certificates showing applicable professional training should also be submitted. A panel will be convened to review applications and interview candidates; applications will be accepted until the job is filled.