

# Sidner Ice Arena

## Shift Supervisor



## Job Description

<b>Title</b>	Shift Supervisor
<b>Department(s)</b>	Sidner Ice Arena
<b>Reports to</b>	SIA Full-Time Staff

**Job summary-** The Shift Supervisor is responsible for assisting the Sidner Ice Arena full-time staff with coordination, supervision, safe, and effective operation of the Sidner Ice Arena facility including ice maintenance and resurfacing as well as part-time staff supervision in the absence of the full-time directors

**Hours per week-** 10-20 hrs/per week depending upon rink schedule

**Work Schedule-** Friday, Saturdays & Sundays as needed (may occasionally work as needed on another week night)

### Summary of essential job functions

- Assist in the daily operation of the Ice Arena and supervise other staff on duty
- Maintain ice surface for a variety of ice related activities which include operating, maintaining, monitoring, and keeping accurate records of resurfacing equipment to keep ice schedule on track with a high quality, level, and efficient ice surface. Assistant will report any issues to the Ice Arena full-time staff to avoid any interruptions of the ice arena schedule.
- Assist in daily operations of skate sharpening and basic cashiering.
- Assist in maintaining and providing custodial duties in ice arena area to assure cleanliness, and a safe environment for the facility and its visitors and guest.
- Will serve as supervisor of building, ice arena maintenance, and ice arena lead worker in the absence of SIA full-time staff.
- Assist with customer service relations at skating events at the Arena and will maintain a positive working relationship with subordinates, peers, supervisors, and the public.
- Assistant will serve as MOD in the absence of full-time staff, and will assist implementation and enforce all policies and procedures.

**Rate of Pay- \$15/hr DOE**

### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.