



## **POSITION OPENING**

### **SEASONAL FACILITY ATTENDANT**

**Department: RECREATION**

#### **Job Description**

##### **Role and Responsibilities**

Warming House Attendants will serve as the on-site supervisor at the City of Prior Lake operated Lakefront Park Pavilion/Warming House and the outdoor pleasure rinks, hockey rinks and sledding hill located at Lakefront Park, 5000 Kop Parkway. It is the primary responsibility of the Warming House Attendant to provide direction, enforce rules, and implement safe recreation practices on the rinks, the sledding hill and in the warming house. Warming House Attendants also aid, as directed by the Warming House Manager, in the cleaning and maintenance of the facility and may be assigned other similar or related duties. Typical daily duties include:

- Supervise ice rinks, sledding hill and warming house by enforcing rules and maintaining safe, orderly conduct.
- Responsible for opening and closing warming house, when scheduled.
- Aid patrons (i.e. lacing up skates, answering questions).
- Provide direction in the event of an emergency.
- Perform general maintenance such as shoveling or sweeping light snow off rinks and walkways and general cleaning of the warming house.
- Provide verbal and written reports to Recreation Manager and Maintenance Crew.
- Report acts of vandalism and/or equipment needing repair.

##### **Skills, Abilities, and Qualifications**

- Demonstrate an understanding of the City of Prior Lake's rules and guidelines for using the warming house, skating rinks and sledding hill.
- Ability to demonstrate courtesy and tact when dealing with the public.
- Ability to complete assigned tasks in an organized and timely manner.
- Ability to arrive and leave work on time, as scheduled.
- Ability to communicate effectively with Warming House Manager and Maintenance Crew via verbal and written reports.
- Flexibility scheduling.
- Minimum age 16.

#### **Additional Information**

- Subject to annual recruitment.
- Work is performed under the direct supervision of the Warming House Manager.
- Non-exempt hourly wage starting at \$9.50.

#### **How to Apply**

1. Obtain an application from our website: <http://www.cityofpriorlake.com/jobs.php>.
2. Email completed application and any additional information to [aschroeder@cityofpriorlake.com](mailto:aschroeder@cityofpriorlake.com)
3. Application deadline is noon on Friday, November 17, 2017.