

Title:	Rink Attendant
Reports To:	Food & Beverage Manager
FLSA Status:	Nonexempt: Part-Time, Hourly

Overview:

The Rink Attendant is responsible for executing the operation of the Skating Rink by making sure the rink is safe and clean, getting the rink ready for upcoming skating parties, and ensuring that the Honeywell Center guests have an enjoyable experience during the party. This position will be scheduled on an as needed basis according to party/event dates and times. A Rink Attendant needs to be able to connect with children of all ages.

Essential Duties and Responsibilities (Note: Other duties may be assigned)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Exhibits a positive attitude and fun environment while upholding the standards of our operation.
- Reviews the complete BEO for each party to make sure all special requests and/or food service orders are completed.
- Unlock the necessary doors for client access.
- Stays visible and available to assist customers.
- Obtains an approximate guest count during each party.
- Performs light housekeeping throughout the rink as needed (tables wiped down in party room between events, restrooms for paper, trash, etc.).
- Write notes for the Sales Rep to be aware of actions/situations needing further attention.
- Provides feedback to the Manager of items that need to be added or updated in the Skating Manual.
- Fills out accident/injury forms as needed and process accordingly.
- Lock any doors that were used in the facility for client access.
- Other tasks as requested and/or assigned.

Responsibilities are subject to change and increase as the position evolves.

Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Adaptable and Eager to Learn:** Flexible in dynamic environments with a drive for continuous growth.
- **Strong Communication:** Skilled in delivering clear communication and in building relationships.
- **Time Management and Attention to Detail:** Efficiently prioritizes tasks and ensures high-quality results.
- **Customer-Centric:** Focuses on delivering exceptional customer experiences.
- **Results-Oriented:** Consistently achieves goals on time and within budget.

Education and/or Experience

High school equivalent is preferred but not necessary.

Environment and Physical Demands

The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Constant walking and standing; frequent bending, stooping and reaching.
- Occasionally lift up to 50 lbs. with the ability to push or pull more than 50 lbs.
- Ability to work in a fast-paced environment.
- Strong sensory skills, such as good eyesight, good hearing, and dexterity.

Other Requirements

Position will require evening and weekend hours.