

**CITY OF SHOREWOOD**  
**RINK PERSONNEL JOB INFORMATION**

**POSITION:**                **Skating Rink Attendant**

**OBJECTIVE AND SCOPE:**

Performs maintenance and supervision duties at the warming house and ice skating pond, as directed by the Skating Rink Supervisor. Rink locations are at Cathcart, Freeman and Manor Parks.

**ESSENTIAL JOB FUNCTIONS:**

- Open and close warming house
- Turn on/off rink lights
- No shoveling of rinks
- Put hockey nets in place
- Pick up trash in warming house
- Supervise rinks
- Report incidents / accidents
- Periodic cleaning of bathroom (Badger Park)
- Vacuum flooring in warming house

Attendants are required to follow all City Ordinances, rules and policies relating to parks, and must be at the rink during the entire shift, except in the case of an emergency.

**REQUIREMENTS:**

**A. Physical Requirements - Able to:**

Lift 25# above shoulder  
Push, pull and carry hockey nets or vacuum cleaner  
Bend, stoop, reach  
Skating ability helpful, but not required

**B. Pleasant Personality -** Must be able to work well with children and adults.

**C. Ability to Handle Emergency Situations -** Previous experience or training helpful.

**D. Able to Accurately Maintain Records -** Includes daily log, incident/accident reports and personal timesheet.

**E. Age Requirement -** Minimum age of 16 years.

Job applications mailed upon request through City Hall at 952.960.7900.