

**CITY OF FOREST LAKE  
JOB DESCRIPTION**

**POSITION:** Warming House Attendant

**DEPARTMENT:** Park and Recreation Department

**LOCATION:** Beltz Park and/or Tower Park

**IMMEDIATE SUPERVISOR:** Park and Recreation Coordinator

**POSITION SUMMARY:** The position of Warming House Attendant is a part-time seasonal position for our outdoor rinks. Candidates must be able to work approximately 15-25 hours per week including nights, weekends and holidays from mid-December through mid-March, weather permitting.

Warming House Attendants serves as the on-site staff at outdoor pleasure rink and hockey rinks. It is the responsibility of the Warming House Attendant to provide leadership, enforce rules and implement safe recreation practices both on the rinks and in the warming house.

**ESSENTIAL FUNCTIONS**

- Responsible for the punctual opening and closing of the warming house facility when scheduled.
- Provide a welcoming and friendly atmosphere for all warming house and rink patrons.
- Responsible for turning lights and heat on at beginning of shift, and off at the end of the shift.
- Responsible for observing the activities of the skaters and non-skaters alike, both inside and outside and enforce rink rules and policies as necessary.
- Resolve and handle any problems that arise with skaters or the public.
- Performs general maintenance such as shoveling light snow off rinks and walkways, and general cleaning of warming house.
- Utilize the daily log forms to record detailed information on rink attendance, weather and accident reports.
- Responsible for putting away shovels, brooms, nets and any other equipment as deemed necessary for operation of the rinks.
- Maintain a safe and inviting environment at the facility; provide first-aid supplies to patrons, as needed.
- Notifies supervisor of any issues or concerns that may arise during shift.
- All other duties as assigned by the Park and Recreation Coordinator.

**MINIMUM QUALIFICATIONS**

- Must be at least 16 years of age or older.
- High school diploma or equivalent or current high school student.
- Valid driver's license and good driving record.

### PREFERRED QUALIFICATIONS

- Ability to ice skate.
- Previous customer service experience.
- Recreational experience, education, or interest.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong communication and interpersonal skills.
- Ability to maintain warming house and skating rink in a safe manner.
- Ability to read, write and comprehend basic instruction.
- Ability to present a positive and professional image of the City to the public.
- Ability to work independently.

### PHYSICAL REQUIREMENTS

- Hearing normal or corrected to normal.
- Eyesight 30/40 or corrected to 30/40. May entail distance vision, color vision, peripheral vision and depth perception.
- Stand, walk, bend, stoop, squat, crouch, kneel, balance, lift or reach as needed.
- Must be able to lift and/or move up to twenty-five (25) pounds.

### WAGE RANGE

- \$11.00 - \$13.00 per hour

### APPLICATION DEADLINE

- Applications will be accepted until all positions are filled with priority given to those who apply by November 19, 2021.