

THE CORPORATION OF THE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

Job Description

Position Title: Rink Supervisor

Work Relationship: Reports Directly to Community Development/Document Management Coordinator

Purpose of the Position:

Under the direction of the Community Development/Document Management Coordinator or his/her designate, the Rink Supervisor is responsible for monitoring the rink while in operation, attending to any first aid/COVID 19 emergency response issues that may arise, maintaining the up keep of the building interior by keeping it neat and tidy, sanitizing high touch areas in the rink facility including the bathroom area, enforcing the rules of the rink and ensuring that all users of the rinks facilities comply with applicable legislative requirements and municipal policies and by-laws pertaining to the use of municipal property and ensuring that all COVID 19 protocols and guidelines are adhered to.

MAJOR RESPONSIBILITIES:

1. Program/Service

Duties include but are not limited to:

- Open and close recreation building for scheduled skating times;
- Provide high level customer service;
- Support and enforce rink rules and schedule;
- Fill out rink tracking sheets;
- Fill out Incident Report when necessary and be prepared for follow up;
- Perform First Aid/COVID 19 Emergency Response when required;
- Tidy up at the end of each shift (main area, bathroom, etc.);
- Assist with special events and activities when needed;
- Be aware of and enforce rules and policies pertaining to the use of municipal property;
- Sanitize high-touch areas including bathroom area at required intervals;
- Record contact tracing information of all rink users;
- Maintain COVID 19 gathering number limits both inside and outside the facility;
- Follow and maintain all other applicable legislative, municipal and Renfrew County District Health Unit COVID 19 protocols and requirements;
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act; and
- Other duties as assigned.

2. Human Resources

Not responsible for supervision of other employees.

3. Financial Resources

Not responsible for the preparation of budgets or acquisition of funds.

4. Material Resources

Responsible for upkeep of equipment. Responsible for the replenishment of COVID 19 PPE, cleaning supplies, hygiene supplies etc. using a request procedure through the Community Development/Document Management Coordinator or his/her designate.

SKILL AND EFFORT

5. Knowledge

- Must be able to work in both a team environment and independently;
- Must be punctual and reliable;
- Possess excellent problem-solving skills;
- Possess excellent people skills;
- Must be positive, enthusiastic and organized;
- Must possess valid First Aid/CPR training or willing to obtain;
- Must possess and maintain a valid Ontario Class G Licence; and
- Must obtain a current Criminal Record/Vulnerable Sector Check at your own expense.

6. Physical Skill and Effort

- You are required to clean up after each shift and keep the areas of the rink that you are working in in a clean and tidy condition;
- You are required to sanitize all high touch areas including the bathroom at specified intervals;
- You are required to record all sanitizing of high touch areas;
- You may be required to assist with special events and activities;
- You may be required to perform First Aid and/or assist someone who has fallen, has a disability or mobility issues;
- You may be required to perform a COVID 19 emergency response;
- You are required to fill out tracking sheets and incident reports; and
- You are required to record contact tracing information for all rink users.

7. Decision Making and Judgement

Work is performed under the direct supervision of the Community Development/Document Management Coordinator or his/her designate. Access is also available to established policies and procedures for the municipality.

Judgement is exercised in:

- Working without supervision once the task has been outlined;
- Notifying Community Development/Document Management Coordinator or his/her designate of safety or operational problems or issues as they arise;
- Ensuring all COVID 19 protocols and guidelines are followed and enforced; and
- Ensuring that work activity is carried out according to quality standards established by Community Development/Document Management Coordinator or his/her designate.

8. Interpersonal Skills/Contacts

You must possess good interpersonal skills to work with the public and your co-workers so as to provide a positive experience to those using the Municipal Recreation Property.

Internal:

You must work in a positive way as a team member with other co-workers for the purpose of sharing information to complete work assignments.

External:

You must work with the public in a positive manner, providing polite and tactful responses to inquiries, and providing assistance as required.

WORKING CONDITIONS:

9. Environment

Works in and around outdoor rinks.

10. Control over Work Schedule

Normally not required to work additional hours, but may be required to accommodate special events and/or activities. Will be required to work holidays and week-ends.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.