JOB DESCRIPTION
Rink Patrol

Department	Community Services - Arena	**Reports To**	Arena and Parks Manager, Arena Supervisor
Directly Supervises	N/A		
Indirectly Supervises	N/A		
Union	CUPE 2403		

POSITION SUMMARY:

Reporting to the Arena and Parks Manager, Arena Supervisor, or designate, the Rink Patrol performs a variety of duties related to the cleaning, care, as well as skating and cashier shifts in the City Arenas.

KEY DUTIES PERFORMED:

1. Supervises patrons during public skates.
2. Ensure the ice surface is safe and well-maintained throughout public skating sessions.
3. Perform cashier duties, for admission in public skates and events.
4. Responsible for cleaning; the lobby floors, glass, walls, washrooms, stands, glass, time box, players benches, dressing rooms, staff room, stairs, and snow removal in both Arenas.
5. Responsible to move nets and assist the Arena Operator during hockey games.
6. Maintains accurate logbooks and documentation. Effectively communicates and exchanges information with co-workers both verbally, and in writing, including thorough recording and sharing in the logbooks.
7. Enforces policies with respect to ice usage, and safety regulations for all users of the Arenas.
8. Provides exceptional customer service to the public and user groups through effective communication and a willingness to assist in response to requests for dressing rooms, snow removal, ice cleanings, and ice usage.
9. Provides access to multi-purpose and meeting rooms and completes set-up and take-down of equipment. Ensure the room is cleaned and ready for the next use by monitoring the schedule and calendar.
10. Adheres to safety programs at Arenas and ensures WorkSafeBC and City of Dawson Creek requirements are met and adhered to.
11. This position may be required to work outside in the Parks Department during the Arena off season.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS:

1. Grade 10 education or equivalent.
2. Current Occupational First Aid Level 1 Certification.
3. Proven cash handling experience.
4. Demonstrated skating experience.
5. Demonstrated ability to problem solve and multi-task in a fast-paced environment.
6. Compliance with and approval of Security/Reliability Clearance and Criminal Record Search.

7. The ability to perform all the duties outlined above in a safe manner following established Facilities Procedures, Occupational Health and Safety rules, Violence in the Workplace policies and WorkSafeBC Regulations (i.e., WHMIS).

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

1. Refrigeration Safety Awareness

HEALTH AND SAFETY RESPONSIBILITIES:

All employees of the City of Dawson Creek are responsible for helping to maintain a safe and healthy workplace. In this role, you are expected to:

- Take reasonable care to protect your own health and safety and the health and safety of others.
- Follow all Occupational Health & Safety (OHS) policies, procedures, regulations, and instructions.
- Perform your work according to established safe work practices.
- Use and wear required personal protective equipment (PPE) and safety devices.
- Avoid unsafe behaviour that could put yourself or others at risk and ensure you are fit for work and not impaired.
- Report to your supervisor any unsafe conditions, hazards, damaged or missing safety equipment, or violations of safety rules.
- Cooperate with workplace safety committees, safety representatives, and WorkSafeBC Officers as required.

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.