

Ice Rink Manager

Position: Ice Rink Manager	Reports to: Chief Operations Officer
% FTE or 40 Wkly Hrs: 100%, 40 hrs	Department: Fessenden Ice Rink
Date Available: December 1, 2018	Exempt/Non-Exempt: Exempt
Date Posted: November 26, 2018	

Position Overview: This position is the hands-on manager of The Fessenden Ice Rink. Responsibilities include overseeing all ice-making operations; managing a team of full-time and part-time staff; monitoring and managing the building systems and ice surfacing equipment; maintaining the overall interior and exterior of the facility, including the overall safety and security of the rink; preparing for School teams and rental groups; and overseeing the Skate Shop.

Principal Duties and Responsibilities (Essential Functions):

- Applicants must also be available to work between the hours of <> (Hours vary. Must be available some nights ,weekends and holidays)
- Share an on-call schedule with Assistant Rink Manager, throughout the ice rental season
- Communicate with co-workers in a positive and respectful manner
- Able to work in a diverse environment, as our staff, student body and their families come from a variety of cultures.

Ice Rink Maintenance

- Schedule ice maintenance including assessing ice quality and adjusting as needed (depth, temperature, etc.)
- Manage seasonal ice installation and removal
- Manage/maintain all critical systems including the ice making equipment, the Zamboni, ice melt pit, calling in outside refrigeration vendor as needed
- Operate Zamboni as part of regular shifts

General Facility Maintenance

- Supervise and implement the offseason cleaning and maintenance program for the ice rink
- Oversee and support building maintenance, including daily upkeep and long-term projects
- Be responsible for the safety and security of the rink building
- Set up and clean up for rink events; it is a key component of this position that the building interior and outside areas be kept clean and attractive – public areas as well as locker rooms, bathrooms, etc.
- Oversee the work of all outside contractors
- Develop, maintain and report all required environmental, health and maintenance standards as required by law and work with the administration to ensure compliance with all regional, state and federal regulations as they impact the rink operation

- Develop and maintain a running log for refrigeration and mechanical systems to include pressure and temperature readings as well as maintenance performed
- As needed, prepare purchase orders for necessary rink supplies

Staff Management

- Hire, train and oversee all full-time and part-time staff
- Ensure that staff are following all safety procedures
- Assign shifts to ensure coverage during all hours of operation
- Perform annual evaluations of all employees

Skate Shop

- Oversee the skate shop operation including skate sharpening, inventory ordering and management, and staffing
- Manage the vending machines stock and sales
- Deliver cash receipts on a weekly basis to the business office

Rink User Groups

- Work with the Director of Sports Marketing to ensure that the rink is prepared for all groups coming to use the facility
- Prepare facility for user groups, including locker rooms and ice rink configuration
- Maintain positive relationships with rink user groups
- Ensure rentals remain on schedule

Other

- Position requires ability to perform with minimal supervision
- Other duties as assigned

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- 2 years consecutive related experience
- Excellent verbal and written communication skills
- Critical thinking skills and the ability to problem solve
- Excellent accuracy, attention to detail, and customer service
- Ability to work independently and be flexible in meeting the needs of the facility
- Strong organizational skills; ability to establish and manage multiple priorities
- Ice Making Experience
- Knowledge of building maintenance and cleaning practices and ability to carry out tasks in these areas
- Basic understanding of building mechanical systems

PHYSICAL REQUIREMENTS

- Some lifting and carrying required of objects up to 100 lbs
- Majority of day is spent standing or walking
- Working conditions include exposure to cold and noise
- Climbing of stairs, ladders, and other objects is often required, along with the need to bend, reach and kneel

PREFERRED EDUCATION AND EXPERIENCE:

- 3-5 years work experience



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- Certifications issued by US Ice Rink Association
- Personnel management experience preferred

How to Apply:

Interested and qualified candidates should submit electronically the following materials to Michael Grossman, Chief Operations Officer at mgrossman@fessenden.org:

- Formal cover letter for the position;
- Current résumé.

At some point during interview process, we will expect:

- List of at least three references with name, title, phone number and email address of each (references will not be contacted without the candidate's permission).

No Phone Calls

The Fessenden School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, national origin, age, disability, genetic information, sexual orientation, ancestry, veteran status, or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, conditions, and privileges of employment.

The Fessenden School encourages applications from candidates with diverse or minority backgrounds.