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Glabar Park Community Alliance

Job Title:	Rink Operator	Type:	Seasonal Contractor
Season Dates:	Mid-December to Mid-March* (*weather permitting)	Location:	Kingsmere Park, 2074 Benjamin Avenue, Ottawa
Compensation:	To be discussed. (<i>Funded by City of Ottawa Seasonal Recreation.</i>)	Date Posted:	28-October-2018
External Posting URL:	www.glabarpark.ca	Posting Expires:	12-November-2018
Applications Accepted By:			
EMAIL: glabarparkca@gmail.com Subject Line: Kingsmere Rink Operator 2018-19		CONTACT: Adam Norman Vice-President, Glabar Park Community Alliance	
Background			
<p>As an employee of the Program Sponsor - the Glabar Park Community Alliance (or GPCA) - the Rink Attendant is directed by the GPCA to follow the guidelines stated in the Grant Agreement from the City of Ottawa.</p> <p>The Kingsmere Rink site consists of 2 ice surfaces which the contactor is responsible for maintaining: A hockey Rink approximately 150x75 feet and a puddle rink approximately 80x60 feet.</p>			
Job Description			
<p>The Rink Operator responsibilities specific to the Kingsmere Rink site include:</p> <ol style="list-style-type: none"> 1. Create base ice surface as soon as weather permits and according to City of Ottawa direction (usually mid- to late-December). 2. Cleaning of both ice surfaces daily: both before and after operating hours. 3. Ice must be flooded a minimum of four times weekly, weather permitting. Flooding once a day will maintain the rink at an acceptable level. 4. Complete a daily "walking tour" of the site to include inspection of ice surfaces, boards, rink house building and equipment. 5. Notify the City's Program Coordinator of any necessary repairs found as a result of the site inspection. 6. Care of equipment that has been loaned by the City (ex: hockey frames and mesh, hose, hose reel, storage box and field house/trailer, etc.). 7. Cleaning the inside of the building, or trailer, including washrooms. Ensure that garbage is placed at the road entrance the night before the area's official garbage pick-up day. 8. Keeping all entrance doors clear of snow and ice. 9. Ensure the ice time is reserved for permit holders, and that posters for rink permits are posted to inform the public. Attendance of permit group members must be recorded on daily attendance sheets. 			

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10. Rink Operators are encouraged to assist in programming; ex: special events, lessons, hockey tournaments, recreational skating, etc.
11. Rink Operators – It is highly recommended they be certified in Emergency First Aid/ CPR. Call or email our front desk staff for course information. We have two courses scheduled for rink staff in December and January. 613-580-2590 or seasonalrecreation@ottawa.ca
12. Ensure the following are posted in both official languages, for public notice, both inside and outside the facility:
 - a) Hours of Operation.
 - b) Rules and Regulations.
 - c) Any Daily programming schedule, if necessary.
 - d) Name of Program Sponsor and contact person, with phone number

OTHER REQUIREMENTS

-ABILITY TO LIFT UP TO 50 POUNDS

-ABILITY TO OPERATE A SNOWBLOWER