

ASSISTANT ARENA MANAGER JOB DESCRIPTION:
APPLICANTS MUST MEET WITH THE ARENA MANAGER REGARDING
THE POSITION PRIOR TO SUBMITTING AN APPLICATION.
CONTACT MR. WAYNE BUTT, ARENA MANAGER AT 705-382-3811
TO ARRANGE A MEETING.

1. The employee is to be responsible to the Arena Manager, and the Arena Committee through the Arena Committee Chairman or Vice Chairman.
2. To promote the safe, lawful, and efficient operation of the arena and the facilities.
3. To ensure that all Logs etc are filled out when required.
4. To ensure that all garbage/recycling and refuse is removed for weekly pickup.
5. To ensure the required maintenance of the exterior of the arena and facilities, with particular regard to removal of snow or debris from entrances and emergency exits, cleaning up of litter, regular inspections for vandalism.
6. To ensure through frequent inspections that all facilities and equipment associated with the use of the ice surface is safely and adequately maintained for use, e.g. time clock, players gates, goal nets etc.
7. To ensure that by inspection at least twice daily that the ice plant and related equipment are operating normally and that maintenance as specified by the Arena Manager is carried out at specified intervals.
8. To ensure that the Zamboni is serviced and maintained as required to ensure its continuous availability for resurfacing the ice.
9. Ensure that specific requirements for particular groups are met, e.g. ice surface prepared, goal nets in place, hacks and scoreboards in place for curling, P.A. system etc.
10. To report promptly to the Arena Manager and/or Council/Clerk any equipment not operating or not operating properly.
11. To be in attendance at all functions in the arena as arranged to ensure proper and careful use of all facilities and to ensure that proper order is kept at all times.
12. To ensure that any additional duties which may from time to time become evident to the Arena Committee and or Arena Manager be carried out, to aid in the safe, lawful, and efficient operation of the arena and its facilities.

Arena hours as directed by the Arena Manager including weekend work.

You may be required to work flexible hours.

Training in First Aid/CPR and WHMIS courses an asset.

Must be willing to participate in courses related to the position as required.

Resumes should be submitted to:

Village of Burk's Falls

172 Ontario St.

Box 160,

Burk's Falls, Ontario P0A 1C0