



**TWO
RIVERS**
WISCONSIN

Recruitment Announcement

ICE RINK ATTENDANT PART-TIME

The Ice Rink Attendant will play a crucial role in ensuring a safe and enjoyable experience for our patrons by aiding with ice skate rentals and maintaining the cleanliness and safety of the ice rink. This is a part-time position with flexible hours, primarily during evenings, weekends, and holidays, coinciding with peak ice rink usage.

The ideal candidate will have customer service and communication skills, ability to work outdoors in cold weather conditions, physical fitness and ability to lift and carry ice rink equipment. Knowledge of ice skating/basic skate maintenance, first aid and CPR certified is preferred but not required.

If you are enthusiastic about winter sports and enjoy providing excellent customer service, we encourage you to apply!

Starting wage will be \$10.12 hourly.

A complete job description and City employment application can be found at www.two-rivers.org.

To ensure consideration, interested candidates should submit a detailed letter of interest, resume, and completed City employment application via email to HR@two-rivers.org or by mail to the address listed below. This position will remain open until filled.

City of Two Rivers
Attn: Human Resources
Post Office Box 87
Two Rivers, WI 54241-0087



www.two-rivers.org



920.793.5526



920.793.5512



Position Description – Ice Rink Attendant

Job Title: Part-Time Ice Rink Attendant

Job Location: Community House, Central Park

Job Type: Part-Time

Pay Grade: 2

Job Summary:

We are seeking a reliable and customer-focused Part-Time Ice Rink Attendant to join our team. As an Ice Rink Attendant, you will play a crucial role in ensuring a safe and enjoyable experience for our patrons by aiding with ice skating rentals and maintaining the ice rink's cleanliness and safety.

Key Responsibilities:

1. Ice Skate Rental Services:

- Greet and assist customers in a friendly and helpful manner.
- Provide information about skate rental options, pricing, and rules.
- Ensure the availability and proper maintenance of rental skates.
- Assist customers in selecting the right size and type of skates.
- Collect rental fees and maintain accurate records of transactions.
- Fit customers with rental skates and ensure proper lacing and fitting.
- Instruct beginners on how to put on and use ice skates safely.
- Monitor the return of rented skates and ensure they are cleaned and properly stored.

2. Ice Rink Maintenance:

- Regularly inspect the ice rink surface for any hazards or issues.
- Clear snow, ice, and water from the rink surface using appropriate tools.
- Monitor and notify supervisor of any ice surface irregularities, such as cracks or holes.
- Set up and maintain safety barriers and signage around the rink area.
- Assist in the setup and removal of ice rink equipment.
- Perform routine maintenance tasks, such as sharpening and repairing ice skates.
- Ensure the availability and cleanliness of seating areas, restrooms, and nearby facilities for patrons.

3. Customer Service:

- Provide exceptional customer service by addressing inquiries and concerns.



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- Offer assistance to skaters, especially beginners, and provide guidance on skating techniques.
- Enforce ice rink rules and regulations to ensure the safety of all patrons.
- Monitor and respond to any emergency situations or accidents on the ice.

4. Equipment and Inventory Management:

- Maintain an organized inventory of ice skates, skate accessories, and rental equipment.
- Report any equipment in need of repair or replacement to the management.
- Keep track of skate sizes and ensure an adequate supply of each size.
- Assist in maintaining the cleanliness and orderliness of the equipment storage area.

Qualifications:

- Must be at least 16 years old.
- Strong customer service and communication skills.
- Knowledge of ice skating and basic skate maintenance is a plus.
- Ability to work outdoors in cold weather conditions.
- Physical fitness and ability to lift and carry ice rink equipment.
- Reliable and punctual with a strong work ethic.
- First Aid and CPR certification preferred.

Working Hours:

This is a part-time position with flexible hours, primarily during evenings, weekends, and holidays, coinciding with peak ice rink usage.

If you are enthusiastic about winter sports and enjoy providing excellent customer service, we encourage you to apply for this Part-Time Ice Rink Attendant position. Join our team and help create memorable experiences for ice skating enthusiasts of all ages.



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APPLICATION FOR EMPLOYMENT CITY OF TWO RIVERS

www.two-rivers.org

Thank you for applying for employment with the City of Two Rivers.

Complete the entire application, including signature and date, to ensure consideration. A resume may be attached but is not a replacement for the information requested in the application. The City of Two Rivers does not retain applications for future position vacancies. If at any time after this point you wish to be considered for employment with the City, please complete an application at that time. The City of Two Rivers is an Equal Opportunity employer and does not discriminate based on race, color, religion, national origin, creed, age, marital status, sex, sexual orientation, disability, or any other characteristic protected by State or Federal law. Completed applications should be submitted to **City of Two Rivers, Human Resources, P.O. Box 87, Two Rivers, WI 54241**, dropped off in person at **City of Two Rivers City Hall, 1717 E Park Street, Two Rivers, WI 54241** or electronically to HR@two-rivers.org.

Incomplete or illegible applications will not be considered.

POSITION INFORMATION

Position you are applying for:		Date:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Hours <input type="checkbox"/> Limited Term/Temporary			

APPLICANT INFORMATION

Last Name			First			M.I.	
Street Address					Apartment/Unit #		
City				State		ZIP	
Phone			E-mail Address				
Date Available			Desired Salary				Comments
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever worked for the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?				
Are you related to anyone that is employed by the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please state name and relationship (include in-laws):				
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Have you ever been convicted of a misdemeanor crime of domestic violence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Are you prohibited by state or federal law from possessing a firearm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Do you possess a valid Wisconsin driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driver's License Number:				
Do you possess a valid Wisconsin Commercial Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certifications:				
Have you ever been convicted of driving under the influence of alcohol or controlled substances?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				

EDUCATION										
High School					Address					
Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, have you passed a high school Equivalency or GED test?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
College					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

SPECIAL SKILLS OR QUALIFICATIONS
Describe any special skills applicable to this position:
Describe any additional training and experience applicable to this position:

REFERENCES			
<i>Please list three professional references.</i>			
Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			

PREVIOUS EMPLOYMENT (PLEASE LIST MOST RECENT FIRST)									
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will" and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for the damage whatsoever for issuing this information.

Signature:**Date:****OPTIONAL: CONFIDENTIALITY**

Under Wisconsin State Statutes, the names of applicants must be revealed unless a request for confidentiality is received from the applicant. If you wish to keep your name confidential to the extent allowed by the Wisconsin Statutes, you need to sign the request below. Please understand that should you become a finalist for employment and a request is made, Wisconsin Statutes require us to release your name.

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: _____ Date: _____