



Greater Toledo Inline Hockey League

Job Title:	Assistant Rink Manager	Job Category:	Operations
Location:	2015 Parkside Dr. Toledo, Ohio 43606	Travel Required:	Ottawa Park Ice Rink
Salary Range:	\$13.00 Per Game	Position Type:	Contractor
HR Contact:	Don Golis / Lisa Edwards	Date posted:	April 1, 2021
Will Train Applicant(s):	Yes	Posting Expires:	Indefinite
External posting URL:	www.gtihl.com/applyonline		

Job Description

Role and Responsibilities

The assistant rink manager reports to the Executive Board of the Greater Toledo Inline Hockey League. This is a paid seasonal position. The assistant rink manager is responsible for overseeing the concession/pro shop area. Their responsibilities include, but are not limited to: pre-event setup, event day operations and event specific closing/check-out. The primary functions of this position is to provide hospitality, handle cash, practice safe and sanitary food handling and a general follow of all Greater Toledo Inline Hockey League policies and procedures. The assistant rink manager shall accurately inform customers of products available for sale while demonstrating the proper use of registers by following proper procedures. This contracted position is primarily an indoor position requiring excellent customer service and organizational skills.

The assistant rink manager may be required to work some unusual hours, such as days, weekends, evenings and holidays. This person must have the ability to make responsible decisions in all areas.

This position is considered contracted and is temporary due to its seasonal nature.

Qualifications and Education Requirements

- High school diploma or equivalent not required but preferred
- Must be able to work flexible hours
- Must be able to work weekends and holidays

Preferred Skills

- Computer Skills; Proficiency in Microsoft Office
- Excellent written and verbal communication skills