

Job Opening

Title: Warroad Arena Manager

Job Description:

This position will oversee the year-round operations of The Gardens and Olympic arena facilities in Warroad, MN. This can include, but is not limited to, operations leadership, sales, maintenance, scheduling, cleaning, and business oversight.

Job Requirements

- Overseeing the maintenance of facility systems, including but not limited to HVAC, ice plant, boilers, etc. including the conduction and recording of daily, weekly, and periodic inspections of all equipment and operating systems
- Hire and manage full and part time staff
- Operating the arena equipment including the ice resurfacing machine
- Monitoring, and assisting in maintaining equipment, tools, and supplies.
- Maintain and schedule activities, ice time and rentals and concessions; ensure ice is always ready for use in top condition
- Plan and direct activities in a safe, efficient and cost effective manner
- Ensure that all facilities are operating properly and are well maintained, including but not limited to the installation and maintenance of ice, boards, and event floor.
- Ensuring that maintenance standards are adhered to by staff and contractors, damaged items are to be repaired immediately.
- Assisting with health and safety initiatives as required, such as inspections, policy development, etc. to ensure the proper and safe operation of all facilities are in alignment with safety standards and regulations.
- Provide information and recommendations regarding improvements to the programs and operations of our facilities.
- Promote alternative revenue generating programs.
- Coordinate with non hockey related users like Marvin for its annual meeting, ISD 690 for graduation, and other users/renters
- Making recommendations for operating and capital budgets, and monitoring revenues and expenditures - Completing maintenance and capital projects within approved budgetary limits and following applicable policies
- Responsible for assisting in the purchasing, maintenance, and inventory control of supplies and equipment for the concession stand.
- Attend and participate in WMAA board meetings.
- Non Traditional hours(evenings, weekends, and holidays) may be required.

Leadership Responsibilities

- Initiates, plans, and coordinates assignments.
- Schedules and assigns staff to complete projects and program responsibilities.
- Follows up to ensure that tasks assigned were completed to high quality standards.

- Conducts reviews, Maintains records, reports information, and provides information as needed.
- Investigate and resolve escalated issues of simple to moderate complexity in a calm and professional manner.
- Ensures the staff is following established safety practices; demonstrates an understanding of the safe use of hand and power tools and materials used in the routine maintenance of municipal property.
- Creates and maintains a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.

Desired Qualifications

- Previous experience in ice arena operations.
- Valid Class D Driver's License.

Other Qualifications

- Ice Arena Management Experience
- Ability to communicate well with employees and visitors.
- Maintenance ability, communication skills, positive attitude and good judgment.
- Knowledge of refrigeration operations and maintenance.
- Ability to maintain and repair buildings and equipment using hand and power tools
- Be able to perform a variety of repair work including preventative maintenance on the ice resurfer, plumbing, locks, painting and minor carpentry.

Benefits

- Health Insurance
- 401K
- Live and Play in Warroad, MN, Hockeytown USA. We are proud to host high profile events and proud of our high profile programs and players. As the manager you get to be a part of that.
- Manage one of the nicest facilities in the area.
- Great access to Lake of the Woods and other recreational opportunities.

Salary

- Competitive within our market and based on qualifications, experience, and performance.

Contact:

Nick Marvin - Nick@thewoodsgoods.com

