



Operations Staff/ Zamboni (Olympia) Driver Job Description

Under the guidance of the Operations Manager, the zam/ Olympia driver is responsible for driving the ice resurface machine and maintaining a quality ice surface through scheduled resurfaces and other assigned maintenance at the Addison Ice Arena. The zam/ Olympia driver is responsible for the cleanliness of locker rooms, bathrooms, lobbies, bleachers, and hallways as well as other assigned areas such as the outdoor and front entry way, upstairs hall and ballet room and throughout the facility.

This is a part-time position, 8-20 hours per week. Hours can fluctuate with seasonal schedules. This position will be mainly weekend day and evening hours but may have weekday evening hours if needed.

Duties Include:

- **Driving the Olympia Ice Resurface Machine according to the ice schedule and maintain the ice surfaces.**
- **Responsible for maintaining cleanliness of the ice rink, locker rooms, bleachers and assigned areas by the Facility Operations Manager.**
- **Work as a team member to ensure the entire building is cleaned, stocked and ready for the next day's operation.**
- **Communicate with managers and staff regarding any concerns and/ or needs of the building and its equipment.**
- **Assist in the responsibility to make sure all policies, procedures and facility rules are being followed and abided, by other staff members and customers according to the Addison Ice responsibility code and Addison Ice Rules.**
- **Develop and maintain professional relationships with staff, managers and clientele.**
- **Provide customer service and assist the front desk staff during busy event schedules such as public skate, SNP, Rat hockey and tournaments.**
- **Evening shifts: ensure all players/ spectators have left the building (check all locker rooms, offices, bathrooms and facility areas) and make sure all doors (including restaurant door to rink) to the building are locked; lights turned off, music and tv's are turned off.**
- **Follow any and all duties given by the operations manager / general manager.**
- **This is an essential position to the scheduled operations of the business. It is expected that upon hiring, it is understood the importance of good attendance practices and punctual practices to the scheduled hours of this job.**

Minimum Qualifications:

- **Must be 18 years of age or older**
- **High school diploma or equivalent**
- **Must have a valid driver's license**
- **Ability to follow written and verbal directions**
- **Ability to work nights and weekends**
- **Ability to work in cold indoor environments and outdoor if necessary**
- **Ability to lift 75 lbs.**
- **Ability to follow safety guidelines and exercise good judgement in all aspects of responsibility.**



Operations Staff/ Zamboni (Olympia) Driver Job Description - Continued

Desirable Qualifications:

- **Experience operating ice resurfacing equipment**
- **Mechanical experience**
- **Refrigeration experience**

WORK ENVIRONMENT: The essential functions of this position are performed indoors and occasionally outdoors in the weather conditions prevalent at the time. The noise level in the work environment is usually moderate to loud during events and minimal during non-event times.

HIRING PRACTICES: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Applicants for employment in the United States must possess work authorization which does not require sponsorship by the employer for a visa