

Minnedosa Minor Arena Association  
**POSITION DESCRIPTION**

**Position Title:** Ice Maker, Skate Sharpener and Building Maintenance

**Reports to:** Board of Directors

*Document Revision Date: March 2018*

**Tender Dates:** September 15 – March 31

<b>POSITION SUMMARY</b>
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To act as building manager to ensure the Minnedosa Arena is operational during the hockey season.
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<b>RESPONSIBILITIES AND ACCOUNTABILITIES</b>
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Maintain and secure arena facilities:

- Identifies maintenance problems and addresses accordingly.
- Follows established preventative maintenance repairs.
- Ensures facility is locked and secured when not in use.
- Prepare facilities for and coordinate initial ice making.
- Paint, maintain, shave and flood the ice.
- Operate and maintain the Zamboni.
- Inspect and repair any damage to the board system ie: top plate, puck board, kick plate, gate latches, prior to and during the season in a timely fashion
- Maintain, repair and paint walls, windows, ceilings, fixtures, floors and woodwork, as required. Project expenses above \$200 should be approved by MMAA prior to starting.
- ~~• Maintains ice schedule for the Minnedosa Arena and takes bookings~~
- Inventories and requisitions all necessary supplies and equipment for arena operations.
- Responsible for game/tournament facility operations, including supervision/compensation of support staff when required.
- Operate and maintain skate sharpening equipment
  - Note: Tender should include the hiring of additional staff as required to meet the demands of the tender.

Ensure cleanliness of arena facilities:

- Maintenance Schedule:
  - Daily: (twice daily during tournaments)
    - Sweep all floors including entrances, dressing rooms, washrooms, stands, public areas
    - Empty all garbage cans in the facility and the entrance garbage and ashtray
    - Replenish all supplies in washroom dispensers (soap, toilet paper, paper towel)
    - Clean and disinfect all washroom fixtures in both the dressing rooms and public washrooms (toilets, taps, counters, mirrors, showers and sinks)
    - Ensure area in front of arena and entrances/exits are free of snow and ice (more frequently as required)
  - Weekly:
    - Cleaning windows to the ice area, box office window and ice surface glass
    - Ensure that floor mats are changed
    - Clean walls around garbage cans (more often is spills/splashes occur)
    - Clean window ledges in viewing area and walls below the windows there
  - Twice a Week:
    - Damp-mop all areas including entrances, dressing rooms, public areas, washrooms
  - Monthly:
    - Damp-mop all stands and player boxes

**KEY RELATIONSHIPS**

- Provides regular updates to the Board of Directors regarding operational/facility issues in a non-voting capacity.
- ~~Acts as a liaison for all scheduling of ice time.~~
- Ongoing communication with managers, coaches, parents and players as facility representative.

**KNOWLEDGE, SKILLS, ABILITIES, OTHER**

1. Refrigeration and/or Ice Making Level 1
2. Proficient in the following areas: public relations, customer service, supervisory and problem solving skills, organizational and time management skills
3. Ability to operate within a budget/cost controls,
4. Experience with custodial duties (as per position description)
5. Knowledge of basic carpentry, small motor repairs, plumbing, heating and electrical skills would be an asset
6. Valid driver's license

**\*\*please attach tender bid from successful bidder\*\***

**Season of this Tender:** Sept 15, 20\_\_ to March 31, 20\_\_

**Value of Tender:** \_\_\_\_\_

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Board of Directors  
Minnedosa Minor Arena Association

\_\_\_\_\_  
Date