



| | | | |
|---------------------------------|--|-------------------------|----------------------|
| Job Title: | Assistant Rink Manager | Job Category: | Operations |
| Location: | 2015 Parkside Dr. Toledo, Ohio 43606 | Travel Required: | Ottawa Park Ice Rink |
| Salary Range: | \$15.00 Per Game | Position Type: | Contractor |
| HR Contact: | Lisa Edwards | Date posted: | March 1, 2024 |
| 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. The assistant rink manager will also assist the rink manager as needed during downtime including preparing the rink before and after games. This contracted position is an indoor / outdoor 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.

Physical Demands/Work Environment

Requires frequent climbing, reaching, bending, pulling, and occasional lifting of up to fifty pounds. Much of the work is done on a slippery surface. Occasional work in varying environments including warm/cold temperatures.

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