



LoConte Rink Employment Application

Below are the different positions the Recreation Department employs at LoConte Rink. This packet was created to help potential applicants learn about the different positions and how to submit an application. If you have any questions, please contact John Curley at jcurley@medford-ma.gov or (781) 808-7130

Position Summary:

Zamboni Driver/Shift Supervisor– This position has hours available weekdays after 2:00pm and Saturday and Sundays. The Recreation Department will train new hires on how to drive the Zamboni and certify staff with CPR and First Aid. Applicants must be age 18 or older and have a valid drivers license.

Rink Attendant: This position has hours available weekdays and weekends. Applicants must be age 14 or older. The basic job function of this position will be to keep the facility clean and to collect money from the Skate Shop and Drop In Programs.

Rink Guard: This position has hours available during public skate times and special events. Applicants must be age 16 or older. The Recreation will certify new employees with CPR and First Aid. Applicants must be age 16 or older. The basic job function of this position is to supervise and monitor the ice rink.



Medford

Medford Recreation Department
30 Forest Street
Medford, MA 02155
Phone: 781-393-2486

- POSITION:** Zamboni Driver / Rink Supervisor
- DEPARTMENT:** Recreation
- HOURS OF WORK:** Non benefited, part time, seasonal position. Nights and weekend hours
- SALARY:** \$18 per hour
- REQUIREMENTS:** At least 18 years old and have a valid driver's license

BASIC FUNCTION:

Reporting to the Recreation Facilities Coordinator, this position will be responsible for the oversight of recreational activities and events at LoConte Ice Rink. Responsible for driving the Zamboni correctly and maintain acceptable ice conditions. Candidates will be trained completely on the operation of the Zamboni.

RESPONSIBILITIES:

- Maintain a safe and clean facility at all times;
- Assist Rink Attendant with removing trash from bleachers and clean glass;
- Drive the zamboni correctly and maintain acceptable ice conditions;
- Support and monitor other shift staff including skate guards and rink attendants;
- Maintain and enforce ice rink schedule.
- Provide excellent customer service to patrons and organizations visiting the facility;
- Respond to questions and inquiries or direct them to the appropriate department.
- Fill out and complete documents including safety/security checks, cleaning checklist, and daily log report.
- Respond to emergencies including summoning EMS and provide basic first aid if necessary.

KNOWLEDGE, SKILLS, ABILITIES:

- Excellent written and verbal communications skills;
- Ability to work effectively and independently;
- Ability to problem solve, adapt, or interpret instructions accordingly.
- Understand how to prioritize tasks.
- Basic Adult / Child CPR , AED, and First Aid required. Training will be provided if applicant does not currently hold certification.



Medford

Medford Recreation Department
30 Forest Street
Medford, MA 02155
Phone: 781-393-2486

<u>POSITION:</u>	Rink Attendant
<u>DEPARTMENT:</u>	Recreation
<u>HOURS OF WORK:</u>	Non benefited, part time, seasonal position. Nights and weekend hours
<u>SALARY:</u>	\$14.25-\$17.00 per hour
<u>REQUIREMENTS:</u>	At least 14 years old

BASIC FUNCTION:

Reporting to the Recreation Facilities Coordinator, this position will be responsible for keeping the facility clean and collect money for skate rentals and drop in fees.

RESPONSIBILITIES:

- Maintain a safe and clean facility at all times;
- Sweep and mop the floor.
- Wipe down and sanitize high touched surfaces including tables, door handles, benches, etc..
- Clean bathrooms including sinks and toilets.
- Stock bathroom with paper products.
- Empty trash barrels.
- Clean bleachers and pick up trash.
- Collect money for skate rentals and drop in programs.
- Provide excellent customer service to patrons and organizations visiting the facility;
- Respond to questions and inquiries or direct them to the appropriate department.
- Fill out and complete documents including safety/security checks, cleaning checklist, and daily log report.
- Respond to emergencies including summoning EMS if necessary.

KNOWLEDGE, SKILLS, ABILITIES:

- Excellent verbal communications skills;
- Ability to problem solve, adapt, or interpret instructions accordingly.
- Understand how to prioritize tasks.



Medford

Medford Recreation Department
30 Forest Street
Medford, MA 02155
Phone: 781-393-2486

<u>POSITION:</u>	Rink Guard
<u>DEPARTMENT:</u>	Recreation
<u>HOURS OF WORK:</u>	Non benefited, part time, seasonal position. Nights and weekend hours
<u>SALARY:</u>	\$14.25-\$17.00 per hour
<u>REQUIREMENTS:</u>	At least 16 years old

BASIC FUNCTION:

Reporting to the Recreation Facilities Coordinator, this position will be responsible for enforcing rules and provide a safe environment during public skate hours.

RESPONSIBILITIES:

- Maintain a safe skating environment at all times.
- Enforce public skating rules.
- Assist Zamboni Driver with clearing the rink after public skating.
- Provide excellent customer service to patrons and organizations visiting the facility;
- Respond to questions and inquiries or direct them to the appropriate department.
- Fill out and complete documents including safety/security checks, cleaning checklist, and daily log report.
- Respond to emergencies including providing care or summoning EMS if necessary.

KNOWLEDGE, SKILLS, ABILITIES:

- Excellent verbal communications skills;
- Ability to problem solve, adapt, or interpret instructions accordingly.
- Understand how to prioritize tasks.
- Basic CPR and First Aid Certification (we can provide training).



Medford

Medford Recreation Department
30 Forest Street
Medford, MA 02155
Phone: 781-393-2486

**City of Medford
Recreation Department
LoConte Rink Part Time Employment Application**

Contact Information

First Name:

Last Name:

Address:

City:

State:

Zip:

Phone Number:

Email:

Are you a Medford Resident:

Yes

No

Are you currently employed by the City of Medford? This includes the school department:

Yes

No

Please fill in the circle for any position(s) for which you are applying:

Zamboni Driver / Rink Supervisor

Rink Attendant

Rink Guard

General Availability:

Please provide your general hours you are available to work. Shifts will be determined after you are hired.

Monday:

Tuesday:

Wednesday

Thursday:

Friday:

Saturday:

Sunday:

Zamboni Driving:

Please check this box if you have previous experience driving a Zamboni.

Please check this box if you would like to be trained on how to drive the Zamboni.

Certifications

Please list all of your certifications including your expiration date

Certification	Expiration Date
Adult CPR	
Child CPR	
AED	
First Aid	

Please submit this application to

**Personnel Department
85 George P. Hassett Drive
Medford, MA 02155**

**Or send application with the job title in the subject line to
jobs@medford-ma.gov**

The City of Medford is an equal Opportunity/Affirmative Action/504 Employer. Women, Minorities, Veterans and Persons with Disabilities are encouraged to apply. City of Medford residents are especially encouraged to apply.