



Ice Rink Manager

Job Summary

Under the supervision of the Deputy Director of Recreation and the Regional Recreation Supervisor, this position is responsible for the daily management of the operations of the ice rink.

Explanatory Comments

The work activities of this position are mainly concerned with the facility management of a large park facility including planning, programming, overseeing the collection of fees, compiling weekly reports, and maintaining the facility. The incumbent may also instruct employees in the duties and responsibilities of their position. The incumbent is responsible for keeping records and preparing financial and attendance reports for the facility.

The ice rink operates November through mid-March and may require work on evenings, weekends, and holidays.

Training and Experience Required

This position requires at least a high school education or its equivalent.

Management experience is preferred. An interest or background in hockey or ice skating is also preferred.

Major Duties

- Responsible for the daily operations of an outdoor ice rink
- Supervise employees engaged in the various tasks required to operate an ice rink
- Coordinate concession operations including staffing, inventories, and food preparation
- Schedule staff accordingly to meet safety requirements and efficient levels of customer service
- Ensure compliance with regulations
- Coordinate with facility maintenance, concession workers, rink staff, and park maintenance daily
- Follow cash handling procedures
- Complete daily and weekly sales and attendance reports
- Promote positive public relations and provide effective customer service

Wages

- \$16-20/hour based on experience

The above statement reflects a general description of this position and are not intended to be an all-inclusive list of tasks that an employee may be assigned including alternate functions from time to time, both within and outside their assigned department. This includes working in skate rentals and ticket sales.

Questions?

Contact the Parks Recreation Office at 412-350-2468.

Ready to apply?

1. Complete the [Seasonal Employment Application](#).
2. Email ParksSeasonalEmployment@alleghenycounty.us with the job title in the subject line.