

Haverford Township - Job Description



Department: Skatium

Position: Full-time Operations Associate

Do you love ice hockey or are passionate about ice skating??

Well, we are looking for you!

The Skatium of Haverford Township has an opening for a full-time Operations Associate. The primary focus of this position is to provide general operational support to management and customer service to patrons at the Skatium. This position will assist in all facets of day-to-day operational tasks relating to an indoor ice skating facility providing a safe and enjoyable skating experience for our patrons and user groups.

It is essential that the successful candidate has availability to work all shifts including: days, evenings, weekends, and holidays. The starting rate for this position is \$23.32 per hour.

Essential Functions:

- Operate Zamboni and related equipment at scheduled times to maintain ice surface (will train)
- Perform cleaning and custodial functions during each shift/day's operation, as needed
- Provide excellent customer service to user groups and patrons of the Skatium
- Provide assistance to open/close Point of Service cash register as needed, adhering to the cash handling policy
- Open/close facility, as scheduled
- Perform other duties as assigned by the Operations Manager or his/her designee

Qualifications:

- Ability to work all shifts: days, evenings, weekends, and holidays
- High School Diploma, GED, or its equivalent
- Proficient in general ice skating skills and ability
- Applicants must possess and maintain a valid driver's license to operate Zamboni
- Superior customer service skills as this position is highly involved with the public.
- Professional in appearance, attitude and work products
- Ability to work at a very fast pace with little supervision
- Ability to work as part of a team and independently with self-directed and frequently changing priorities and to operate in efficient and organized manner with strong work ethic and initiative
- Possess strong attention to detail, procedures and safety protocol
- Capable of successful passing of drug/alcohol screenings and criminal history screenings

A pre-employment drug screening, background examination, and criminal history check will be required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to bend, kneel, reach, squat, and lift throughout a work shift. The employee occasionally must lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is occasionally required to walk; climb stairs; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The ability to operate a Zamboni with or without an accommodation is required.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed in a busy recreational facility. Climate is significantly cooler than a typical work environment and employee will be subject to frequent temperature changes. Work occasionally involves responding to angry, frustrated or upset individuals.

Antidiscrimination Policy:

It is hereby declared to be the public policy of Haverford Township to foster the employment of all individuals in accordance with their fullest capacities regardless of their race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals, or because of a person's sexual orientation, gender identity or gender expression.

To Apply:

Anyone interested in this position should obtain an Employment Application in the Office of Human Resources located in the Township Administration Building, 1014 Darby Road, Havertown, PA, on the Township Website, or the posting on Indeed.com.

Position will remain open until filled.

Questions or issues with this documentation please email: hr@havtwp.org