

**TOWN OF STOWE, VERMONT  
JOB DESCRIPTION**

**JOB TITLE:** Part Time Arena Attendant  
**PAY GRADE:** \$19-\$21/hour  
**SUPERVISOR:** Arena Superintendent

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**PURPOSE OF JOB**

The purpose of this position is to assist the Arena Superintendent. Perform a wide range of duties necessary to operate and maintain Stowe Arena. Operate a variety of hand tools, power tools and mechanized equipment including, but not limited to, drills, floor cleaning machine, vacuum machine, skate sharpener, and ice resurfacing machine (Zamboni).

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

- Supervise arena to ensure adherence to arena rules and regulations, as well as to scheduled ice times
- Complete custodial duties to maintain cleanliness of entire ice arena
- Operate ice resurfacing machine (Zamboni) to provide high quality ice as scheduled for renters
- Supervise and greet skaters when necessary
- Clean locker rooms, bathrooms and other common areas after each use
- Follow all work procedures and complete daily tasks such as:
  - collect and remove all trash and recycling
  - thoroughly clean all bathroom and locker room fixtures
  - sweep/vacuum and mop all arena floors
- Work with ice rental groups to ensure a positive experience
- Assist with special events
- Remove snow at all entry & egress doors, as well as walkways, parking lots and arena access road during and after snow fall events
- Promotes a safe and respectful work culture through positive role modeling and strong communication skills; immediately puts a stop to any speech or behaviors which are discriminatory or otherwise conveys disrespect to others.

**ADDITIONAL FUNCTIONS:**

Performs other related duties.

**MINIMUM QUALIFICATIONS**

A high school diploma.

A valid Vermont driver's license is required.

**PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to exercise judgment in determining time, place and/or sequence of operations.

**Human Interaction:** Requires the ability to function in a team environment interacting with other employees and the general public.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information. Good verbal communications and interpersonal skills.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division.

**Functional Reasoning:** Requires the ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in solving problems.

#### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling and crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).  
Tasks may involve extended periods of time in a vehicle or working with vibrating equipment.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as humidity, temperature extremes, and noise or traffic hazards. Most work is performed in the field out of doors, at times during inclement weather and over rough and varied terrain. Some work must be performed at night or during early morning hours.

#### **WORK SCHEDULE**

This position requires nights, weekends and some holidays.

#### **EMPLOYEE ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of this job description and understand the duties and expectations herein. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee signature

\_\_\_\_\_  
Date