



550 North 200 West, Bountiful, UT 84010
(801) 298-6220

NOTICE OF JOB OPENING
Ice Ribbon Attendant

Posting Date: December 8, 2020

Starting Pay – \$9/hour

Position Type: Part Time

How to Apply:

Send resume and completed application to -

Electronically – rebeka@southdavisrecreation.com

By Mail – South Davis Recreation Center, c/o Rebeka Hatcher, 550 North 200 West, Bountiful UT 84010

*applications can be filled out on-line at www.southdavisrecreation.com/forms, requested through email to rebeka@southdavisrecreation.com or in person at the front desk of facility

Deadline to Apply: N/A

REPORTS TO:

Office Management Staff (includes Office Manager, Customer Service Manager, Front Desk Supervisors and Night Shift Managers) and other full-time District employees.

GENERAL PURPOSE:

Under the direction of the Customer Service Manager, help ensure the safety and supervision of the patrons in and around the Ice Ribbon area of the Bountiful Ice Ribbon as well as cashiering.

EXAMPLE OF DUTIES:

1. Greets the public upon entrance. Provides public patrons and staff with accurate information for all Ribbon events and other various services. Receive and respond to customer complaints in a manner to ensure optimal customer satisfaction. Able to ask detailed questions about issues or concerns with patrons or staff to gain any and all necessary information to ensure optimal customer satisfaction.
2. Operates a cash register and computer registration program by entering information and/or checking information that might already be entered is up-to-date. Assists with reservations, daily admissions, and other events or activities. Prepares daily cash report at the end of each shift and balances all transactions with money received.
3. Strictly and tactfully enforce rules, regulations, policies, and ordinances governing the conduct of patrons using the Facility. Respond to accidents or situations on or off the ice and provide first aid, CPR, and other assistance as necessary. Keep skates clean and in good condition and sharpen as directed by Customer Service Manager.
4. Performs cleaning duties: sweeping and mopping floors, cleaning windows, wiping off tables, general maintenance of facility, keep work areas tidy throughout shift, dusts, takes out trash and recycling,

moving facility equipment from one location to another, and proper clean-up and removal of bodily fluids in situations. This list is not meant to be inclusive of all cleaning duties.

5. Monitors the general activities throughout the seating area and other areas of congregation at the Ribbon. Provides first aid when necessary and fills out required paperwork. Acts as part of the facility emergency team when an emergency arises.
6. Performs other duties as assigned; including special events that stray from regular hours, duties and locations.

SKILLS:

1. Strong communication skills with patrons, co-workers and management.
2. Ability to foster a cooperative work environment. Work both individually and as a team player.
3. Strong ability to analyze and solve problems.
4. Effectively present information and respond to questions from employees and customers.
5. Establish and maintain effective working relationships with co-workers, supervisors and the general public.
6. Maintain consistent and professional attendance, punctuality, personal appearance, and adherence to relevant policies and procedures.
7. Strong interpersonal, communication, organization and follow-through skills; ability to be a team player.

MINIMUM REQUIREMENTS:

1. At least 16 years of age
2. American Red Cross certifications in Community First Aid & Safety, CPR for the Professional Rescuer and AED or obtain within 90 days of hire. Must keep all certifications current and up to date.
3. Preferred to have working knowledge of Microsoft Word, Excel, and Point of Sale Software (preference given to Sportsman Software)

WORKING CONDITIONS:

1. Schedule will vary week to week and day to day; preference is given to those who have an open availability to work early morning, mid-day, evenings, weekends and holidays.
2. Moderate physical activity including pushing, pulling and lifting medium to heavy weights
3. May have a few disagreeable elements such as but not limited to noise, poor ventilation, or extreme or uneven temperatures
4. Work both inside and outside
5. Exposure to stressful situations as a result of human behavior