



JOB DESCRIPTION

TITLE: Maysa Arena Maintenance

GENERAL PURPOSE: Provides assistance in maintaining and coordinating Maysa Arena operations and activities.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Maintain rental skates.
- Perform custodial work inside and outside of arena facility.
- Ability to operate floor scrubbing machines, vacuum cleaners, snow blowers, Kaivac, buffer and other cleaning equipment.
- Coordinate public activities.
- Collect funds for public skating events or ice and non ice rentals as required.
- Monitor public skating events to ensure all arena guidelines are followed and safety is enforced.
- Set up tables, chairs, staging and bleachers as necessary.
- Supervise, communicate and guide staff members.
- Work varying schedules not limited to nights, weekends and holidays.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent.

Required Licenses or Certifications:

- Must possess a valid North Dakota Driver's License and have a clean driving record.

Part-Time Position

28-Hours per Week Max

\$10.25 per Hour with a 3% Increase January 1st

Week Nights: 5:00 pm to 11:30 pm

Weekends: 8:00 am to 4:00 pm & 4:00 pm to 12:00 am

Employment Length: November to End of April with possibility of renewal in October

Apparel Provided at Minimal to No Cost

General Duties: Cleaning Locker Rooms, Cleaning Locker Room Bathrooms & Shower Rooms, Cleaning Arena Bleachers, Cleaning Arena Restrooms, Cleaning Hallways, Lobby's, Concessions Area, Light Snow Removal and Salting, Changing Garbage's, Cleaning Windows and Arena Glass, Vacuuming Carpet Area's, Assist with moving Nets during Games and Practices, possible Zamboni driver training in future. These are most but not all of the duties of the position.