



Job Description

Post Title:	Ice Rink Manager
Service:	Assembly Hall Theatre
Grade:	F
Responsible To:	Operations and Events Manager
Responsible For:	Multiple casual workers

Job Summary: Responsible for the successful and efficient running of the ice-rink site, including general Health & Safety of the site, H&S of casual workers and public and ensure the smooth operation of the ice rink.

Main Activities:

1. Oversee ice rink build and break down familiarising yourself with contractors risk assessments and method statements to ensure health and safety standards are met in consultation with the Operations and Events Manager.
2. Ensure sure the fabric of the park is protected during the build ,for example grass edges are maintained as much as possible.
3. Maintain personal health and safety at all times during the build by wearing the correct provided PPE.
4. Ensure safe working areas for all works are maintained.
5. Act as the Council's representative at all times when dealing with users of the park and ice rink, friends groups, chalet holders and contractors.
6. Maintain a constant knowledge of ice rink sales to ensure the correct level of staffing for the skate change and rink.
7. Monitor the weather forecast to ensure health and safety at the rink and the correct staffing levels.
8. Monitor the staffing budget in conjunction with the Operations and Events Manager.
9. Monitor and maintain high levels of customer service amongst the ice rink staff.
10. Ensure that all check sheets and monitoring forms are filled in correctly and in a timely fashion.
11. Monitor the chillers and ice, resurfacing and repairing as required.
12. Ensure all First Aid incidents are recorded correctly.
13. Ensure staff are correctly dressed and well presented in the Ice Marshalls uniform.
14. Oversee the safe arrival and departure of chalets holders including managing the movement of vehicles on the park.

15. To be aware of and exercise personal and corporate responsibilities under the Health and Safety at Work Act and other related matters.

NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change and any changes will be made in consultation with the postholder.