

**Winfield Arena Operating Policy 72.2.1, Schedule "A"**

<p><b>COUNTY OF WETASKIWIN NO. 10</b></p> <p><b>Job Description</b></p>	<p>POSITION:</p> <p align="center"><b>Parks &amp; Recreation Facilities Foreman</b></p>
	<p>REPORTS TO:</p> <p align="center"><b>Director of Leisure &amp; Community Services</b></p>

**SUMMARY OF FUNCTIONS:**

Reporting to the Director of Leisure & Community Services, the Parks & Recreation Facilities Foreman is responsible for cleaning of the arena, ice maintenance, scheduling of arena staff and overall maintenance and upkeep of the Winfield Arena.

**Tasks & Responsibilities**

1. Frequent supervision of lobby and hallway.
  - a. Escort out anyone displaying unacceptable behaviour.
  - b. Should they not leave willing, contact the County of Wetaskiwin Community Peace Officers at (780) 352-0005.
  - c. Should the CPO not be available, or the individual has escalated their behaviour, contact the RCMP.
2. Install ice at beginning of season, and take ice out at end of season.
3. Operate Zamboni/Olympia for games, practices, and any other times needed.
4. General maintenance of Zamboni/Olympia and ice plant.
  - a. Keep an accurate log of scheduled and unscheduled maintenance of Zamboni/Olympia
5. Ice must be edged once a week.
6. Ice depths must be check and recorded at least once a week.
7. Run dehumidifier
  - a. Keep an accurate log of scheduled and unscheduled maintenance of dehumidifier.
8. Clean Plexiglas monthly (both sides), or whenever necessary.
9. Stands must be cleaned daily on days when facility is used.
10. Stands must be mopped once a week.
11. Replace light bulbs as needed.
12. Check toilet paper and paper towel in washrooms daily and replace as needed.
13. Assign dressing rooms
14. Clean dressing rooms and showers
  - a. after each use
    - i. Sweep
    - ii. Pick up garbage
    - iii. Any other cleaning needed

REVISION DATE:	ORIGINAL COUNCIL APPROVAL DATE:	REF. PAGE NO.	NUMBER:
#CG20121204.1014; CG20161004.1018	September 2, 2008	Ref. Page 2008/351C	1 of 2

- b. Each day
  - i. Mop
  - ii. Any other cleaning needed
- 15. Disinfect Bathroom and showers once a week.
- 16. Must open arena at least one hour before practices and games.
- 17. Must be in attendance during scheduled ice times.
- 18. Provide service to local and visiting teams in a courteous and professional manner.
- 19. Ensure proper supply of cleaning supplies, toilet paper, paper towel, light bulbs.
  - a. Reorder when necessary
- 20. Any concerns or problems are to be brought up in timely manner with the Director of Leisure & Community services.
- 21. Year end duties:
  - a. Shut down plant as soon as season is over
  - b. Clean Zamboni room and restock for following season
- 22. Fill out incident and accident reports **immediately**.
- 23. Perform Biweekly site safety inspections and fill out safety inspection reports.
- 24. Other duties as required
- 25. Repair and maintain facility when needed.

**Qualifications & Abilities**

- Current Arena Operator Level 1 Certificate (Recreation Facility Personnel) or
  - Certified Arena Operator or
  - Recreation Facility Operations and Maintenance Certificate or
  - An equivalent certification.
- Current First Aid Certificate or ability to obtain within 4 months
- Current CPR Certificate or ability to obtain within 4 months
- Time management skills.
- The ability to work alone.
- The desire to work flexible hours.

REVISION DATE:	ORIGINAL COUNCIL APPROVAL DATE:	REF. PAGE NO.	NUMBER:
#CG20121204.1014; CG20161004.1018	September 2, 2008	Ref. Page 2008/351C	2 of 2