

## **Activity Centre Attendant – Job Description Paid Position**

1. Check ice surfaces, grounds and shelter. Pick up any litter and if the shelter is found untidy, make a note of the day and time in the log book.
2. List lost and found items in the log book, and then add to the LOST and FOUND box. Place the more valuable items: ie: skates, hockey sticks, hockey gloves, coats, expensive mitts, in the storage room.
3. Check bathrooms. Clean sinks, toilets, replenish toilet paper. Bathroom doors are to be left partially open and lights off when not in use.
4. Sweep floor if required.
5. Time Sheet: Fill out time opened. Each hour or on a regular set schedule, take and record a count of patrons using each rink (2). Indicate if the ice was utilized by a rental booking. Make final entry at closing.
6. Once patrons begin to arrive, maintain an atmosphere in the shelter and on the ice that insures maximum safety and enjoyment for everyone present. Speak reasonably to any person(s) displaying unacceptable behavior. If the behavior continues, ask said person(s) to leave the premises. If you feel the situation is out of control you may: contact the city complaint line at (403) 406-8766 and/or shut off the rink lights, lock the facility and phone a member of the executive for further direction.
7. In case of serious physical injury to any person, immediately get professional assistance, and then notify the patient's family. Make a written statement of the circumstances. If applicable, obtain the names and phone numbers of others involved.

In cases of minor injuries, provide the required first-aid and record incident on incident report. Contact patient's family as you feel it prudent to do so. To ensure your safety use rubber gloves where bleeding is present.

8. Should any damage to the facility occur file an incident report; make a note of the time and extent of damage, get names and phone numbers of those involved and witnesses. All maintenance costs of this facility are the responsibility of the West Park Community Association and they, in turn, will charge the cost of the repairs to those responsible.
9. Maintain an awareness of the activities in the shelter and on the rinks at all times. Make regular walks around the facility. Personal visiting should be kept to a minimum.

10. Monitor loitering of any person(s) who are not using the facility to skate or participate in any activities. If you feel their behavior is not conducive to the best interests of the patrons present, please ask the loiterers to leave.
11. There is to be ABSOLUTELY NO SMOKING or ALCOHOL by anyone in the facility per City of Red Deer regulations. The West Park Community Association has also passed the regulations that there is no use of tobacco products of any kind in the shelter or on the ice surface.
12. The kitchen is for STAFF ONLY. No other persons are permitted in this area. No one may sit on the counter, staff or otherwise.
13. Skaters may use the telephone but calls are to be kept short and business like. Permission must be granted prior to telephone use.
14. Check supplies and contact Rob Tweedle at (403) 396-0113 if items are in short supply.

Before leaving:

- Sweep the floor and wash if dirty. Rinse mop thoroughly before storing.
- Clean the toilets and sinks, check the paper supplies, turn off lights and leave door open.
- Wash the counters; check the painted surfaces for cleanliness, spot wash if necessary.
- Bag the garbage at least every second day or if container is ½ full or more.
- Empty & box recycles as required.
- Hang up/lay out wet skate / cleaning cloths.
- Shut off all lights, lock the door behind you.

Thank you!

The Executive  
West Park Community Association