**JOB POSTING**

**LAWRENCEBURG ICE RINK ASSISTANT MANAGER**

**EARLY NOVEMBER 2020 THROUGH EARLY JANUARY 2021**

**APPLICATIONS DUE BY OCTOBER 23, 2020**

**Responsibilities:**

This position will be responsible for Ice Rink operations including overseeing Ice Rink staff during assigned shifts; ensuring all Ice Rink staff exemplify superb customer service and exhibit the highest level of professionalism at all times; oversee daily operations including skate rentals, use of the Ice Rink, concession sales, enforcing rules, maintaining the ice, pavilion and pathways; making change runs, deposits and completing the required reports.

In addition, this position will directly oversee daily operations during assigned Manager-on-Duty shifts and this will include openings and/or closings.

This role will also be responsible for assisting with grounds maintenance needs resulting from inclement weather including maintaining the ice surface and walkways.

**Qualifications, Knowledge, Skills**

The ideal candidate will have prior supervisory, customer service and cash handling experience and be able to work outdoors during cold temperatures. Must have an exemplary work ethic which displays consistent and prompt work attendance. Excellent communication and interpersonal skills are necessary.

**Hours:** Approximately 20-25 hours per week. Interested applicants must be available to work a flexible schedule Tuesday - Sunday. Additional hours will be worked during holiday periods.

**Salary dependent upon experience.**

**Return applications to : lburgicerink@gmail.com or in person to Lawrenceburg Main Street 105 Walnut St. Lawrenceburg, IN 47025**