



Job Title: Ice Arena Supervisor/Zamboni Driver

Position Title: Ice Arena Supervisor	Reports to: Ice Arena Director/ Assistant Director
Job Category: Support Staff	FLSA: Hourly, Non-Exempt
FTE: Seasonal position, Part-Time	Current Date: May 2024

General Summary: Serves as the ice arena supervisor by supporting and ensuring smooth, safe, and effective daily operations, in alignment with strategic goals and the School’s curriculum.

Essential Duties and Responsibilities:

- Assumes the ice arena facility daily supervisory duties, including opening and closing the facility on assigned shifts.
- Helps maintain the facility in a state of operational excellence, including the ice surface Zamboni maintenance, as well as daily custodial, grounds, and maintenance work.
- Assists with USM hockey uniform needs, including laundry services.
- Provides exceptional customer service related to all facets of ice facility operations.
- Works collaboratively with internal and external stakeholders to strengthen the USM Ice Arena.
- Communicates and enforces all ice arena rules and regulations.
- Attends staff meetings as required.
- Assumes responsibility for the ice facility administrators when absent.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Experience of ice rink operations and equipment; hockey, and ice skating
- Ability to competently use rink sound systems and scoreboards
- Experience working with a diverse population
- Effective communication skills
- Strong interpersonal skills; capable of using tact and diplomacy in dealing with others
- Ability to maximize resources
- High level of maturity, confidentiality, and assertiveness
- Ability to work effectively both independently and collaboratively as part of a team

Education and Experience:

- **High School Diploma or GED**
- **1-3 years’ field experience**

Working Conditions: Good working conditions in a school environment; exposed to cold temperatures in the Ice Arena.

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus.				X
Hearing: Must be able to hear well enough to communicate with students, employees, and others.				X
Standing/walking/sitting				X
Climbing/Stooping/kneeling/balancing.			X	
Lifting/pulling/pushing up to 5-25 lbs (i.e. boxes of books and mobile computer carts, etc.)			X	
Manual dexterity to operate computer and office equipment.				X
Bending at the neck and waist.			X	
Communication: Ability to talk, hear, and express and understand ideas and thoughts. Able to meet multiple demands from several people and interact with public and staff.				X

Drug Free Workplace:



The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at University School of School of Milwaukee pursuant to the Substance Abuse/Drug Free Workplace policy.

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding the position and additional rules may be assigned.

University School of Milwaukee does not discriminate in employment on the basis of any characteristic protected under State or Federal law including, but not limited to, race, color, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, membership in the national guard, State defense or reserves, sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off school premises during non-working hours, or any other characteristic protected by law in its employment practices.