

Downtown Sacramento Ice Rink – Assistant Manager



downtown
SACRAMENTO
P A R T N E R S H I P

Description: The Seasonal Assistant Manager is responsible for overseeing the ice rink facility to ensure operations, safety, and customer satisfaction. Assistant Manager will also be responsible for managing the completion of daily tasks designed to ensure and maintain a safe and welcoming environment at the Downtown Sacramento Ice Rink.

- Seasonal, full-time position from October 18 through January 31
- **Downtown Sacramento Ice Rink is open November 11, 2021 – January 16, 2022**
 - Set up for the ice rink occurs October 17 – November 10, 2021
 - Tear down occurs January 17 – 31, 2022
- **Applicants must be available a minimum of 40 hours a week including nights, weekends and holidays**
- Applicants must be 18 years of age or older
- Customer service experience is required
- First Aid experience is preferred
- Applicants should be active team players who work exceptionally well with others and maintain a professional and positive attitude.
- Potential hires must be able to remain on their feet during the entire shift and be able to lift 40 pounds in inclement weather.

Please submit completed application to: events@downtownsac.org

No phone calls please. Downtown Sacramento Partnership staff will contact applicants via email.

Downtown Sacramento Ice Rink I Responsibilities

General Responsibilities:

- Evaluate rink needs to utilize staff productively, especially during slower times
- Maintains open communication with staff to ensure all are up-to-date on the most recent procedures and policies, utilize conflict resolution skills
- Accurately count, verify, and report all amounts of money received at the ice rink.
 - Responsible for dropping money to the bank at the end of the night
- Fill out incident reports thoroughly and/or verify reports are made out thoroughly by staff
- Responsible for opening and closing the facility

Facility Operations:

- Ensure excellent quality of ice and skates at all times
- Ensure operations equipment are in good working order at all times
- Ensure emergency supplies (e.g., first aid kits, glycol spill kit, etc.) are available and in good working order.
- Monitor building security, maintenance and custodial duties though out the day to ensure a clean, sanitary and safe environment
- Drive & maintain Zamboni to prepare ice surfaces for daily public ice skating
- Perform routine daily ice maintenance procedures and fill out daily log
- Able to assess ice surface and determine if ice surface needs maintenance or grooming

Customer Service:

- Offers excellent customer service to all visitors; maintains public relations and visitor satisfaction
- Create a welcoming atmosphere through a high level of customer service and care of physical environment
- Enforces policies and rules to ensure the safety of all guests, intervening in situations related to public safety as necessary

980 9th Street, Suite 200, Sacramento, CA 95814

DowntownSac.org + GoDowntownSac.com

EMPLOYEE APPLICATION | Downtown Sacramento Ice Rink
An Equal Opportunity Employer

APPLICANT INFORMATION

First Name	Last Name	Middle Initial	
Mailing Address	City	State	Zip
Cell Phone	Email Address		
Date of Birth (month / day / year)			
Are you a U.S. citizen?	Yes	No	
If hired, would you have a reliable means of transportation?	Yes	No	
How did you hear about this position?			
Why are you applying to work for Downtown Sacramento Partnership?			
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodations?		Yes	No
If no, describe the functions that cannot be performed:			
<small>Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)</small>			

EDUCATION

High School	City	Graduation Year
College	Degree	Graduation Year
Certifications		

AVAILABILITY

How many hours are you looking to work? 18 – 27 hours 27 – 36 hours 36 + hours

When are you available to work?	from	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
	to								

EMPLOYMENT HISTORY

Name of Employer		Job Title	
Address		City	
Name of Supervisor		Title	Phone #
Date of Employment			
Reason for leaving			
Name of Employer		Job Title	
Address		City	
Name of Supervisor		Title	Phone #
Date of Employment			
Reason for leaving			

REFERENCES

Name	Occupation	Relationship	Phone Number

Please read carefully, initial each paragraph and sign below:

	I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
	I hereby authorize Downtown Partnership to thoroughly investigate my references, work record, education and other matters related to my suitability for employment unless otherwise specified above. I further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.
	I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or represent actions contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.
	I am physically able to remain on my feet for an entire shift and lift up to forty pounds.
	I have no known injuries or disabilities that may prohibit me from executing my job duties or in doing so, cause further damage or injury to myself
	In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Date: _____

Signature: _____