

## Downtown Sacramento Ice Rink



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

**Description:** Under the supervision of the Manager or Assistant Manager, the positions below are responsible for assisting in the completion of daily tasks designed to ensure and maintain a safe and welcoming environment at the Downtown Sacramento Ice Rink.

- Seasonal full-time and part-time positions available, \$17.00/HR
- **Downtown Sacramento Ice Rink is open November 8, 2023 – January 15, 2024**
  - Must be available for mandatory orientation and training on October 31 and November 7
  - Set up for the ice rink occurs October 9 – November 7, 2023
  - Tear down occurs January 16– 31, 2024
- **Applicants must be available a minimum of 18 hours a week including weekends and holidays**
- Applicants must be available for on call shifts
- Applicants must be 18 years of age or older
- Customer service and first aid experience a plus
- 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 their shift, be able to lift 40 pounds, and work in inclement weather.

**Please submit completed application to:** [events@downtownsac.org](mailto:events@downtownsac.org)

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

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### Downtown Sacramento Ice Rink | Positions

*All employees will be cross trained.*

**Set Up // Seasonal Full-time & Part-time Opportunities: October 10 - November 7 (6 AM – 11 PM)** Assist in the construction of the Downtown Sacramento Ice Rink. Duties include building the ice rink, unloading boxes of supplies (including skates), cleaning the park, and organization. **Check here if you're available for set-up**

**Skate Guard // Seasonal Full-time & Part-time Opportunities: November 8 - January 15 (8 AM – 10 PM)** Customer service representative that provides constant surveillance of the ice rink patrons and ice conditions during open hours. Repair/patch unsafe ice conditions and/or cone off area when necessary. Monitor rink to ensure all visitors stay safe and follow rink rules. Help with rental skates and assist with opening and closing the rink. In addition, perform custodial duties as needed. Experience skating preferred as you will be on the ice.

**Cashier // Seasonal Full-time & Part-time Opportunities: November 8 – January 15 (8 AM – 10 PM)** Provide attentive, courteous, and excellent customer service to our guests. Responsible for accurately receiving money in the form of cash or credit card. Hand out wristbands and complete daily inventory logs. Monitor rink to ensure all visitors stay safe and follow rink rules. Help with rental skates and returns, and assist with opening and closing the rink. In addition, perform custodial duties as needed.

**Operations // Seasonal Full-time & Part-time Opportunities: November 8 - January 15 (6 AM – 10 PM)** Assist in managing onsite equipment, including but not limited to the Zamboni, chiller/system management, skate sharpener, general facility, and ensuring the ice conditions are suitable for skating. Repair/patch unsafe ice conditions and/or cone off area when necessary. Monitor rink to ensure all visitors stay safe and follow rink rules. Help with rental skates and returns, and assist with opening and closing the rink. In addition, perform custodial duties as needed. **Must be available for set-up in October.**

### EMPLOYEE APPLICATION | Downtown Sacramento Ice Rink

*An Equal Opportunity Employer*

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

[DowntownSac.org](http://DowntownSac.org) + [GoDowntownSac.com](http://GoDowntownSac.com)

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## APPLICANT INFORMATION

|   |  |  |  |               |  |     |  |                |    |     |  |
|---|--|--|--|---------------|--|-----|--|----------------|----|-----|--|
| First Name  |  |  |  | Last Name     |  |     |  | Middle Initial |    |     |  |
| Mailing Address   |  |  |  | City          |  |     |  | State          |    | Zip |  |
| Cell Phone  |  |  |  | Email Address |  |     |  |                |    |     |  |
| 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> |  |  |  |               |  |     |  |                |    |     |  |

## 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   |               |         |           |               |        |          |            |  |

Please read carefully, initial each paragraph and sign below:

|  |  |
|--|--|
|  | <p>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.</p>   |
|  | <p>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.</p> |
|  | <p>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.</p>                                |
|  | <p>I am physically able to remain on my feet for an entire shift and lift up to forty pounds.</p>  |
|  | <p>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</p>   |
|  | <p>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.</p>  |

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_