



**CITY OF DOVER, NEW HAMPSHIRE**  
**Position Description**

<p><b>Position:</b> Arena Attendant</p> <p><b>Classification-Series:</b> Recreation Program Associate I</p> <p><b>Occupational Grouping:</b> Labor &amp; Trade Services</p> <p><b>Organizational Unit:</b> Recreation Department</p>	<p><b>Position Control No:</b> XX-XX-XX-XX</p> <p><b>FLSA Status:</b> Non-Exempt, Seasonal PT varying hrs/wk</p> <p><b>Union - Grade:</b> NON-UNION – Grade 2</p> <p><b>Primary Job Location:</b> Arena, Portland Avenue</p>
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**JOB SUMMARY:** Performs various duties in the operation of the ice skating arena including supervising public ice skaters, cashiers, snack bar work, score clock operator, and program supervisors. This is a seasonal, part-time position.

**ACCOUNTABILITY:** Operates under the direction of the Recreation Programs Superintendent, Program Supervisor-Arena and/or Arena Maintenance Specialist. Work is completed with some degree of independence and is evaluated by inspection of work upon completion.

**SUPERVISION EXERCISED:** Supervises the general public and/or patrons of the Arena by enforcement of Arena Rules and Regulations in assigned area of work.

**TYPICAL EQUIPMENT USED:** Computer; telephone; copy and facsimile machines; process control instruments and controls; hydraulic lift; testing equipment and instruments; athletic equipment; hand tools, food processing & equipment handling.

**TYPICAL WORK ENVIRONMENT:** Inside: 60%      Outside: 40%

**DUTIES AND RESPONSIBILITIES** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Assists in facility cleaning.
2. Enforces all Arena rules and regulations.
3. Supervises public skating sessions.
4. Assists in skate rentals, arena rentals and skate sharpening.
5. Operates scoreclock.
6. Maintains appropriate records for assigned activity.
7. Prepares and serves food in snack bar.
8. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
9. Maintains familiarity with and executes safe work procedures associated with assigned work.
10. Perform related work as required

**TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:**

<p><b>LIFT:</b> -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p><b>CARRY:</b> -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p><b>REACH:</b> -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Frequently required.</p>	<p><b>PUSH/PULL:</b> Frequently required. <b>TWISTING:</b> Frequently required. <b>BENDING:</b> Frequently required. <b>CRAWLING:</b> Occasionally required. <b>SQUATTING:</b> Occasionally required. <b>KNEELING:</b> Occasionally required. <b>CROUCHING:</b> Occasionally required. <b>CLIMBING:</b> Occasionally required. <b>BALANCING:</b> Occasionally required. <b>GRASPING:</b> Frequently required. <b>HANDLING:</b> Frequently required. <b>TORQUING:</b> Frequently required. <b>FINGERING:</b> Frequently required.</p>
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**DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:**

<p><b>CONSECUTIVE HOURS:</b> Sit: 1 hour Stand: 2 hour Walk: 1 hour</p>	<p><b>TOTAL HOURS:</b> Sit: 4 hours Stand: 3 hour Walk: 1 hour</p>
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**COGNITIVE AND SENSORY REQUIREMENTS:**

<p><b>TALKING:</b> Necessary for communicating with others <b>HEARING:</b> Necessary for receiving instructions and information. <b>SIGHT:</b> Necessary for performing job effectively. <b>TASTING &amp; SMELLING:</b> Smelling required to detect noxious odors and burnt food odors.</p>
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**TYPICAL WORK SURFACE(S):** Standard office desk and chair; service counter, table, carpeted floor, tile, wood and concrete floors; rough, wet, icy and slippery surfaces.

**TYPICAL CONTROLS USED:** Cash register, key board, key pad and computer mouse; electrical & mechanical controls.

**SUMMARY OF OCCUPATIONAL EXPOSURES:** May be exposed to copier and printer toner. Extreme environmental conditions including cold, wet, slippery, and icy; metal dust from skate sharpener. Prolonged exposure to air conditioned/refrigerated environment.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:** Demonstrated oral and written communications skills. Ability to follow oral and written orders, directions and instructions, and abides by the rules and regulations of the department. Skill in counting money and giving change, strong ice skating ability required. Ability to understand oral and written instructions. Ability to effectively deal with the general public. Ability to establish and maintain effective working relationships with employees and the general public.

**EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:** Minimum two years High School and customer service experience in areas including fast food service and cashiering.

**SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):**

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input checked="" type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

**OTHER CONSIDERATIONS AND REQUIREMENTS:** The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Flexible hours based on season of June through Labor Day.

Classification Established: 7/1/96  
Job Description Developed: 7/1/96  
Revised:08/17/16