

TOWN TOYOTA CENTER

Community Rink Staff

Weinstein Community Rink at the Town Toyota Center is hiring for Rink Staff.

Community Rink Staff assist with completion of daily tasks, while helping to maintain a safe, welcoming environment and contributing to the overall positive attitude.

Rink Staff work under the general guidance, supervision and direction of the Rink Manager

Variable Hours Available

TYPICAL JOB DUTIES

- Provide excellent customer service.
- Provide information regarding fees, programs, schedules, rentals, events, activities etc.
- Sell admissions through the Square sales system to activities and events at the Rink.
- Hand out, wipe down, sanitize, and put rental skates away during Public Skates and Private Events.
- Enforce the policies, rules and procedures of the Town Toyota Center and the Rink to ensure the safety and wellbeing of all guests.
- Perform opening and closing procedures as directed by the Rink Manager.
- Perform a variety of custodial duties to make sure the Rink is a clean and safe environment.
- Utilize the Rink Computers and equipment for sales, program registration, membership pass validation, opening and closing operations and a variety of other work-related activities.
- Setup the Rink, Main Arena, locker rooms and meeting rooms for events, private parties and other activities as directed.
- Monitor locker rooms and meeting rooms for cleanliness and damages, perform custodial duties as needed. Keep records of any damages.
- Perform a variety of duties such as data input, assist with mailings and promotions, help to set up and tear down events, and other clerical projects as directed.
- Assists Community Rink Manager, Management Team and Building Maintenance as needed.
- All other duties as assigned.

Town Toyota Center
1300 Walla Walla Ave
Wenatchee, WA 98801

T. 509-667-7VIP or 509-667-7847 F. 509-667-7840

www.towntoyotacenter.com

TOWN TOYOTA CENTER

QUALIFICATIONS REQUIRED:

- Must have good cash handling skills and be able to effectively operate a computerized POS system.
- Must be committed and able to provide excellent customer service at all times and to a variety of customers.
- Must be able to work a variety of shifts including nights, weekends and holidays.
- Must have a strong sense of teamwork, prioritization, and self-motivation.
- Must be enthusiastic, friendly and courteous.
- Must have good oral and written communication skills.
- Must have a Food Handler's Permit
- Must be able to lift 20 pounds

QUALIFICATIONS PREFERRED BUT NOT REQUIRED

- One-year customer service experience with references
- Previous experience with a computerized POS system

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified.