



Medford

Medford Recreation Department
30 Forest Street
Medford, MA 02155
Phone: 781-393-2486

POSITION:

Rink Attendant

DEPARTMENT:

Recreation

HOURS OF WORK:

Non benefited, part time, seasonal position. Nights and weekend hours

SALARY:

\$14.25-\$17.00 per hour

REQUIREMENTS:

At least 14 years old

BASIC FUNCTION:

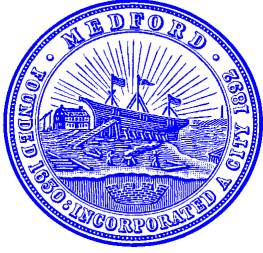
Reporting to the Recreation Facilities Coordinator, this position will be responsible for keeping the facility clean and collect money for skate rentals and drop in fees.

RESPONSIBILITIES:

- Maintain a safe and clean facility at all times;
- Sweep and mop the floor.
- Wipe down and sanitize high touched surfaces including tables, door handles, benches, etc..
- Clean bathrooms including sinks and toilets.
- Stock bathroom with paper products.
- Empty trash barrels.
- Clean bleachers and pick up trash.
- Collect money for skate rentals and drop in programs.
- Provide excellent customer service to patrons and organizations visiting the facility;
- Respond to questions and inquiries or direct them to the appropriate department.
- Fill out and complete documents including safety/security checks, cleaning checklist, and daily log report.
- Respond to emergencies including summoning EMS if necessary.

KNOWLEDGE, SKILLS, ABILITIES:

- Excellent verbal communications skills;
- Ability to problem solve, adapt, or interpret instructions accordingly.
- Understand how to prioritize tasks.



Medford

Medford Recreation Department
30 Forest Street
Medford, MA 02155
Phone: 781-393-2486

Physical Requirement:

While performing the duties of this position, an employee may be required to sit, communicate, read, write and listen, in person, by telephone; use hands to operate office equipment and to assess, fix or operate building systems and equipment; and reach with hands and arms. Specific vision abilities required by this position include close vision and the ability to adjust to focus to read and operate equipment as necessary during the work assignment.

WORK ENVIRONMENT:

This job will require applicants to work in cold environments and occasionally be outdoors.

**ADDRESS ALL COVER LETTERS AND RESUMES TO
Personnel Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155**

**Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov**

For the posting please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, Minorities, Veterans and Persons with Disabilities are encouraged to apply.