



## Job Description

**Post Title:** Deputy Ice Rink Manager

**Service:** Assembly Hall Theatre

**Grade:**

**Responsible To:** Ice Rink Manager, Operations and Events Manager

**Responsible For:** Multiple casual workers

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**Job Summary:** Responsible for the successful and efficient running of the ice-rink site, including general Health & Safety of the site, H&S of casual workers and public and ensure the smooth operation of the ice rink.

**Main Activities:**

- Assist the Ice Rink Manager with the build and break down of the Ice Rink familiarising yourself with contractors' risk assessments and method statements to ensure health and safety standards whilst ensuring the fabric of the park is protected
- Assist in the management of the team of up to twenty casual workers, both skate marshals and box office ensuring the correct level of staffing at all times and excellent customer service. Constantly monitor staffing budget in conjunction with tickets sales
- Assist in the managing of the ice pad by monitoring weather, chillers and resurfacing regularly therefore identifying any problems and rectifying them quickly to ensure no lost sessions and maximum income
- Maintain health and safety during the day to day running of the ice rink by ensuring that all check sheets and monitoring forms are filled in correctly and in a timely fashion including incidents and first aid reports
- Assist with the safe arrival and departure of chalets holders including managing the movement of vehicles on the park
- Act as the Council's representative at all times when dealing with users of the park and ice rink, friends' groups, chalet holders, concession holders and contractors
- Deputise for the Ice Rink Manager in their absence.

1. In the managers absence oversee ice rink build and break down familiarising yourself with contractors risk assessments and method statements to ensure health and safety standards are met in consultation with the Operations and Events Manager.
2. In the managers absence ensure sure the fabric of the park is protected during the build, for example grass edges are maintained as much as possible.
3. Maintain personal health and safety at all times during the build by wearing the correct provided PPE.
4. In the managers absence ensure safe working areas for all works are maintained.
5. Act as a Council's representative at all times when dealing with users of the park and ice rink, friends groups, chalet holders and contractors.
6. Maintain a constant knowledge of ice rink sales to ensure the correct level of staffing for the skate change and rink.
7. Monitor the weather forecast to ensure health and safety at the rink and the correct staffing levels.
8. Assist the manager in the monitoring and maintaining of high levels of customer service amongst the ice rink casual workers.
9. Ensure that all check sheets and monitoring forms are filled in correctly and in a timely fashion.
10. In the managers absence and on their instruction monitor the chillers and ice, resurfacing and repairing as required.
11. Ensure all First Aid incidents are recorded correctly.
12. Ensure staff are correctly dressed and well presented in the Ice Marshalls uniform.
13. In the managers absence oversee the safe arrival and departure of chalets holders including managing the movement of vehicles on the park. To be aware of and exercise personal and corporate responsibilities under the Health and Safety at Work Act and other related matters.

**NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change and any changes will be made in consultation with the postholder.**