



Job Description

Post Title:	Deputy Ice Rink Manager
Service:	Assembly Hall Theatre
Grade:	E
Responsible To:	Ice Rink Manager, Operations and Events Manager
Responsible For:	Multiple casual workers

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 thirty casual workers, skate marshals, Santa team and box office ensuring the correct level of staffing at all times to provide 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 concessions and deliveries 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.
- Maintain personal health and safety at all times during the build by wearing the correct provided PPE.
- In the managers absence ensure safe working areas for all works are maintained.
- Monitor the weather forecast to ensure health and safety at the rink and the correct staffing levels.
- Ensure all First Aid incidents are recorded correctly.
- Ensure staff are correctly dressed and well presented in the Ice Marshalls uniform.

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.