



The Jamestown Parks and Recreation Department is committed to offering quality recreational opportunities and services to make the community the best place to live and play.

**Our Core Values:** Community, Excellence, Integrity, Accessible for all, Ongoing Improvement, and FUN!

**Job Title:** Warming House Attendant  
**Reports To:** Programs & Special Events Manager  
**Classification:** Operations I  
**Salary Range:** \$10.00 - \$18.00 hourly  
**FLSA Status:** Part time Non-Exempt Hourly  
**Location:** Various locations, Jamestown, ND 58401

**Job Summary:** Under the general supervision of the Programs & Special Events Manager, the Warming House Attendant will provide supervision of outdoor ice rink/sledding hill and warming house.

**Essential Duties and Responsibilities:**

- Opening and closing warming houses according to schedule
- Maintain a positive attitude and work well with co-workers and the public in a professional manner
- Communicates and develops positive rapport with warming house and rink users
- Cleans snow and ice from doorways and walkways
- Performs light maintenance duties as needed or assigned; including but not limited to, cleaning warming house, restroom and picking up litter
- Inspects facilities and grounds for maintenance or safety issues and reports them to the supervisor
- Monitors patrons in warming house and on ice rink
- Prepares attendance records and Incident reports
- Reports all complaints and pertinent information to supervisor regarding program best practices or issues that need to be addressed
- Attend staff meetings and training as required
- Perform other duties as required or assigned which are reasonable within the scope of the duties of this job classification.
- Upholds JPRD values and works to fulfill the mission of the organization.

**Qualifications:**

- At least 17 years of age
- Must be able to work evening and weekend hours
- Ability to safely perform all duties

**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants should have a flexible schedule as shifts may include nights and/or weekends.

**Physical Requirements:**

While performing the duties of this job, this employee is frequently required to use fine motor skills and must sit, stand, walk and kneel. In addition, must be able to speak, hear and understand the English language. This employee occasionally is required to lift and/or move up to 50 pounds.

**Direct Reports:** None

**AAP/EEO Statement:**

Jamestown Parks and Recreation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Jamestown Parks and Recreation complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	
<b>Date:</b>	