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:	Winter Sports Building Attendant
Reports To:	Winter Sports Building Facility Manager
Classification:	Operations I
Salary Range:	$10.50 - $18.90 hourly
FLSA Status:	Part time Non-Exempt hourly
Location:	Winter Sports Building, Jamestown, ND 58401

Job Summary: Under the general supervision of the Winter Sports Building Facility Manager of Jamestown Parks and Recreation the Winter Sports Building Attendant will be assigned a variety of tasks supporting the operations of the Winter Sports Building.

Essential Duties and Responsibilities:

- General custodial and maintenance duties; to include sweeping and scrubbing floors, restroom disinfection, general grounds keeping, and painting.
- Supervision of Open Skate and ice rentals.
- Preparation and maintenance of ice surfaces. Operation of the Zamboni (must be over 18 years of age)
- Assists Winter Sports Building Manager to achieve goals of the department.
- Attends regular department/committee meetings and performs related work 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:

- Knowledge of principles and practices of general maintenance and custodial procedures.
- Experience involving service to the general public is preferred.

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.

Physical Requirements:
While performing the duties of this job, this employee is an indoor and outdoor setting with temperatures ranging from 40-90 degrees F. He or she may be subject to noise and distraction; may require muscular exertion and/or physical strain; while conducting certain tasks. Employee must be able to sit, stand, walk, bend, stoop, crouch and kneel. 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:
JPRD provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. 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.

Approved by:	
Date approved:	05/09/2022
Reviewed/Updated:	
Date:	10/23/2023, 02/10/2025