



Building Coordinator - Centennial Ice Arena

Park District of Highland Park

Contact Name: Tony Matzke

Contact E-mail: tmatzke@pdhp.org

Contact Phone: 847-579-4063

Closing Date:

Salary: \$16.00 Hourly

Description:

Summary:

The Building Coordinator is responsible for the care and cleanliness of Centennial Ice Arena, as well as assisting with weekly ice maintenance and minor equipment repairs.

Responsibilities:

Include, but not limited to the following. Other duties may be assigned.

Maintain general cleanliness of facility.

Operate Zamboni to resurface ice; make minor repairs to the Zamboni.

Complete special projects, including painting and other minor aesthetic and repair work.

Perform weekly maintenance.

Secure the building in opening or closing hours.

Monitor facility use and enforce rules of the facility.

Supervise events and programs in facility.

Maintain ice schedule.

Qualifications

Requirements:

Ice rink maintenance experience preferred, but NOT REQUIRED. Training will be provided to successful candidates without previous experience.

Ability to learn routine tasks quickly and to understand and follow oral and written instructions.

Physical strength and ability to perform routine manual cleaning and maintenance tasks; must be able to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Classification: Part-time class 2 (20 - 29 hours per week), non-exempt

Schedule: Based on the needs of facility. Early morning, night and weekend hours available.

Benefits: Employee Ambassador Program and IMRF Pension

The Park District of Highland Park is an equal opportunity employer.