

Loomis Chaffee School is seeking an experienced Rink Operator/Athletics Assistant who holds the responsibility of supporting the function of the Loomis Chaffee athletic department, especially as it pertains to the overall management and monitoring of Savage Johnson Rink as well as the overall preparation and maintenance of other athletic facilities, equipment and venues. Work week during rink season is Tuesday—Saturday; otherwise, work week is Monday—Friday with some weeks Tuesday—Saturday. Must be available to work a highly variable schedule, including early mornings, evenings and weekends.

Key Responsibilities:

- Oversees the operation and management of the Savage Johnson Rink; major responsibilities include the following:
- Scheduling of ice time for events, rentals, and associated staff needed in support of running the rink; working with athletic department in scheduling ice time for Loomis hockey team practices and games; coordinating and working to support the needs of teams and coaches in maintaining the Savage Johnson Rink.
- Working with the Associate Athletic Director to coordinate rental of ice.
- Ensuring excellent quality of ice at all times and monitoring that facility is kept clean, sanitary and safe.
- Overseeing, performing all operations associated with Oct 1 opening and March shutdown of rink.
- Overseeing the start-up of facility compressor planning and working with the Physical Plant department.
- Scheduling and overseeing the painting of the ice; logo.
- Monitoring the work schedule to cover ensure daily operations of the rink and, in conjunction with the Athletic Director, HR and Grounds to assign and hire temporary seasonal workers as needed.
- Sharpening Loomis Chaffee team skates, ordering parts for and maintaining the Blademaster skate sharpening machine and accessories.
- Maintaining and cleaning the boards and glass
- Driving the Olympia and ice surface cleaning and basic Olympia maintenance, changing blade, towels etc..
- Ice maintenance skills including dry shaving, edging, leveling and flooding
- Assists in other athletics facility needs and set-up during the fall, spring and summer seasons; major responsibilities include the following:
- Coordinating with Athletic Director on facilities planning and preparation as well as equipment needs.
- Serving as an additional equipment manager as needed.
- Performing other duties as assigned in support of the athletic department.

Skills & Knowledge:

- Proven ability to meet deadlines and manage priorities.
- Ability to operate Olympia ice cleaning machine, skilled sharpening skates and other related hockey rink equipment.
- Highly variable schedule including early mornings, evenings and weekends.

Experience:

- At least two-three years experience in rink operation and familiarity with competitive hockey.

Education:

Undergraduate college degree preferred.

Physical Requirements:

- Have the ability to lift and/or move up to twenty (20) pounds regularly, lift a minimum of 30 pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift over fifty (50+) pounds, climb ladders, assemble and disassemble structures.
- Have the ability to consistently stand/walk for up to eight hours per day.
- Have ability to bend, twist and reach above shoulder
- Pre-employment physical, fingerprinting and background check required.

Supervisory Requirements:

- Supervise seasonal and other employees in the rink.

The Loomis Chaffee School does not discriminate against employees on the basis of race, color, religious creed, gender, sexual orientation, national origin, ancestry, age, marital status or disability. This policy applies to, but is not limited to, admission, financial aid, employment, use of school facilities and participation in school activities.