

Employment Opportunity

City of St. Helena, California

Rink Attendant/Event Staff

Part-Time, Seasonal: See Job Posting for Dates
Salary Range: \$16.10 - \$21.57 hourly



ABOUT THE CITY

The City of St. Helena is located in the center of the premier Napa Valley wine-making region of California approximately 60 miles north of the San Francisco Bay Area. The City has a population of approximately 6,000 and is a full service city with its own Police Department, Public Library, Building Department, Water and Sewer Departments and Part-Time Fire Department.

Application Deadline:

Open Until Filled

The City of St. Helena has an exciting opportunity to fill a part-time position in the Parks & Recreation Department. This is a great opportunity to become part of a team of dedicated individuals that take pride in serving the local community.

Distinguishing Characteristics: This position is responsible for ensuring and maintaining a safe and welcoming environment at the Jingle All the Way St Helena Holiday Event at Lyman Park. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Examples of Duties: *(include but are not limited to the following)*

- ◆ Typical shifts will consist of Thursday and Friday 4pm – 8pm, Saturday and Sunday 12pm – 8pm. Additional hours may become available.
- ◆ Monitor skaters and ensure proper rink safety procedures are followed on or around the rink.
- ◆ Participate in keeping all areas of the facility neat, clean and safe at all times.
- ◆ Offer excellent customer service to all patrons. Greet customers with a smile and respond to their needs in a kind and courteous manner.
- ◆ Perform end of shift procedures to include but not limited to wiping down rink, picking up trash, locking facilities/equipment.
- ◆ Responsible for daily receipts and accountable for register sales following the standard operating procedures.
- ◆ Record and track number of participants using rink per hour, not to exceed 45.
- ◆ Able to stand on their feet for eight hours at a time.
- ◆ Assist participants with putting on and taking off skates and preparing skates for the next participant.
- ◆ Assist participants during incidents or falls. Report accidents to supervisor and prepare accident reports as required.

Knowledge and Abilities:

- ◆ Must be 16+; must be able to possess workers permit if under the age of 18.
- ◆ Experience handling money preferred.
- ◆ Candidates who have worked in events and/or in customer service are highly desirable.
- ◆ Must have the ability to stand, kneel and walk for long periods of time. An employee will frequently be required to bend, squat, kneel, climb stairs, use hand and finger dexterity, use eye to hand coordination and lift. An employee will occasionally be required to balance, run, push, pull, and crawl.
- ◆ This position will require employees to work outside where temperatures may be cold.
- ◆ Will work with small to large groups of people and the noise level can be moderate to very loud.

To apply for this position please apply online at calopps.org and enter 'St. Helena' into the search field. Contact Stephanie Iacobacci at StephanieI@cityofstheleena.org or 707-967-2758 with questions.

Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.

There is a no smoking policy in effect within the City offices and vehicles. St. Helena is an equal opportunity employer. The City of St. Helena will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire.

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.