

## **ICE TRAINING CENTER - RICHARDSON**

### **Pro Shop Staff Position**

Pro Shop Staff position is our “front-line” position. Good customer service skills are a must. A typical shift will consist of greeting customers through our retail shop, scorekeeping ice hockey games, and maintaining the cleanliness of the building.

Responsibilities include:

- Checking in teams & individuals who use our facility
- Selling products & services through our Pro Shop
- Ensuring a clean and safe facility
- Scorekeeping of recreational hockey games
- Providing customers with information regarding leagues & programs
- Daily/Nightly cleaning
- Must be available to work nights & weekends

### **Assistant Manager Position**

Assistant Manager position includes the performance/supervision of all of the duties of our Pro Shop Staff, as well as operational duties related to the ice arena and surface.

Responsibilities include:

- Assisting and supervising Pro Shop Staff
- Light facility maintenance
- Ensuring a clean and safe facility
- Ice Resurfacer operation/Ice Maintenance
- Daily/nightly cleaning