

TENDER NOTICE: Ice Maker and Rink Supervisor (Ice Rink Master)

The Kensington Community League invites qualified individuals to submit tenders for the position of Ice Maker and Rink Supervisor. This role plays a pivotal part in ensuring the community enjoys safe and well-maintained ice surfaces throughout the winter season.

Duties:

1. Ice Making and Maintenance:

- **Creation of Ice Surfaces:** Utilize equipment and techniques to produce a robust, uniform layer of ice suitable for both recreational skating and organized events on two distinct surfaces.
- **Regular Monitoring:** Consistently check the ice thickness, temperature, and surface quality to maintain a safe and enjoyable environment for skaters.
- **Surface Repair:** Address any issues such as cracks, bubbles, or unevenness promptly. This includes periodic flooding to ensure a smooth surface and employing shaving equipment when necessary.
- **Safety Standards:** Implement safety precautions to prevent any hazards, ensuring the rink remains a secure place for the community.

2. Rink Building Supervision:

- **Facility Inspection:** Regularly inspect the rink building for any potential hazards, damages, or needed repairs, ensuring that all amenities are in working order.
- **Cleanliness:** Maintain a clean environment inside the rink building, including the removal of trash, tidying up after events, and ensuring restrooms and other facilities are clean and stocked.
- **Safety Protocols:** Ensure that all visitors adhere to rink rules and safety guidelines. Be prepared to address any incidents or emergencies promptly.
- **Community Relations:** Engage with the community, address inquiries, and foster a positive and welcoming atmosphere.

3. Equipment Maintenance:

- **Routine Checks:** Periodically inspect snow removal equipment for signs of wear and tear, ensuring all machinery is in working order.
- **Repairs:** Address minor repairs on equipment, liaise with vendors or specialists for larger issues, ensuring minimal downtime during peak snowfall periods.
- **Operation Training:** Stay updated on best practices for equipment use and, if needed, provide training for other community members who may assist in snow removal tasks
- **Inventory:** Keep track of equipment parts and supplies, ensuring that replacements are ordered in a timely manner.

4. Snow Removal:

- **Prompt Action:** Following any snowfall, ensure that walkways around the Community Hall are cleared promptly, making the area safe for pedestrian traffic. Coordinate with the Hall Rental Coordinator regarding snow removal for hall bookings.
- **Safety Precautions:** Employ the use of salt, sand, or other ice-melting substances to prevent slippery surfaces, especially in areas prone to icing.
- **Strategic Snow Piling:** When removing snow, ensure it's placed in designated areas where it doesn't block sightlines, paths, or access points.
- **Equipment Utilization:** Use snow blowers, shovels, or other tools efficiently to expedite snow removal, ensuring thoroughness and safety.

Key Details:

- While we are looking for competitive rates, the lowest tender will not necessarily be accepted.
- It's possible for multiple individuals to share the responsibilities of this position.
- Interested applicants should provide a detailed tender outlining their costs and prior experience.
- Contract duration: November 15th, 2023 - March 15th, 2024, with potential for extension

Application Process:

Tenders should be comprehensive and detail the applicant's proposed cost structure and any relevant experience or qualifications. The successful candidate will need to complete a Criminal Record Check and Vulnerable Sector Check.

The lowest tender will not necessarily be accepted. The Kensington Community League prioritizes quality, experience, and the overall value proposition in its selection.

Submission Deadline:

October 15, 2023

Submit To:

Gilles Losier, Vice President
Kensington Community League
PO Box 69031, Kensington Crossing, Edmonton, AB T5L 4Z8

Or online at: Kensingtoncl.ca/Jobs

Rink Building Operating Hours:

Weekdays: 5:00 pm - 9:00 pm

Saturdays: 1:00 pm - 8:00 pm

Sundays: 12:00 pm - 5:00 pm

School Winter Break: Saturdays' timing will be applied, with exceptions on Christmas Eve and New Year's Eve, operating from 12:00 pm to 3:00 pm.

Please note that there will be no service required on Statutory Holidays. In the event Kensington Elementary School wishes to use the ice, a 48 hours' notice will be given.

We appreciate the interest of all applicants, however, only those selected for further consideration will be contacted. The Kensington Community League is an equal opportunity employer and values the diversity of its community. We encourage applications from individuals of all backgrounds and experiences.