

January 8, 2018

F.L.S.A.: Non-exempt

NOTICE

There is a job vacancy with the **BAY COUNTY CIVIC ARENA.**

JOB TITLE: Zamboni Driver/Pro Shop Clerk

RATE OF PAY: \$9.25 per hour

Part-time, non-union position with no benefits

GENERAL SUMMARY:

Performs a variety of supportive services necessary for the orderly operation of the Pro Shop and operating the Zamboni. Supervision is general, received from the Night Manager or Team Leader.

ESSENTIAL FUNCTIONS:

1. Operate the Zamboni in a responsible manner as trained.
2. Performs cashier duties, i.e. making sales and handling cash as needed in the Pro Shop.
3. Will maintain a clean working area, which may include, sweeping and mopping floors, emptying trash and cleaning the restrooms.
4. Will sharpen skates.
5. Consistent and punctual attendance is an essential function of this position.
6. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: Applicants must be 18 years of age or older. Must have good customer service skills. Must be able to lift up to 50 pounds. Must be willing to work days, nights, weekends and/or shift work, as required. Must perform essential functions of the job with or without reasonable accommodations. Must have a valid operator's license. Applicants may be required to take written and or other examinations.

Application Procedure: Make application online at www.baycounty-mi.gov or in person/via US Mail at the Bay County Personnel Department, 515 Center Avenue, Bay City, Mi 48708.

Application Deadline is: 4:00 p.m. Wednesday, January 17, 2018.

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public.