

## **Contacts: text or call**

Brian (Rink Director) 780-850-0538

Craig (Maintenance director) 780 504-5389

Tracey (BHCL President) 780-991-3163

## **Daily tasks - OPENING:**

- ☐ Check TheWeatherNetwork: if -20 with windchill rink closed (let rink director and communications director know). Can check early in the day.
- ☐ CHECK IN with rink director at arrival (working alone safety protocol).
- ☐ "Rink Open" sign out, "Rink Closed" sign in.
- ☐ Rink lights and music on.
- ☐ Unlock door to rink (key required).
- ☐ Check ice condition. Can ask skaters to help clear snow from ice (shovels provided).
- ☐ Check and stock washrooms with soap, toilet paper, and paper towels.
- ☐ Wipe and tidy the kitchen/main space counter.
- ☐ Wipe the tables in main space.

## **Main tasks:**

- ☐ Greet and log skaters.
- ☐ Current league membership (from any community) - FREE; non-members - \$2 per person.
- ☐ Sell community league memberships – see info, cash only.
- ☐ People are welcome to help themselves to skates, helmets, sticks, etc from the loaner skate room to use while at our rink. Once done, please spray with Lysol.
- ☐ Check that the entrance area isn't too wet or slippery, mop as needed to remove water.

## **Daily tasks - CLOSING:**

- ☐ Check fridge is closed and stove is off.
- ☐ Check all skaters off ice.
- ☐ Lock door to rink with key. Check side door is locked. Close and lock gate if opened.
- ☐ Check change rooms.
- ☐ Rink lights OFF. Music OFF. Washroom lights OFF.
- ☐ "Rink Open" sign in. Put out "Rink Closed" sign.
- ☐ Lights off.
- ☐ Set alarm.
- ☐ Lock door.
- ☐ CHECK IN with rink director when leaving (if don't have a key, one of us will be there to lock up).

## **As needed tasks:**

- ☐ Clear snow from front sidewalk (from north to south corner of building). Use ice melt as needed.
- ☐ Sweep floors as needed.
- ☐ Garbages checked, replace as needed and take to hall trash bin when full.
- ☐ Clean toilets, sinks, and mirrors.
- ☐ Snow cleared from parking lot (with tractor).
- ☐ Floor mopped (at least weekly).
- ☐ Wipe walls and doors/handles in washrooms and rink building.