

Pierceland Recreation Association

Arena Caretaker Duties

Arena Caretaker is to be paid monthly by contract. Contract will be approved by the directors and signed by arena caretaker and president of the Pierceland Recreation Association. Contract shall run from December 1 to Season end, pending weather condition, (usually in March). The arena does not get into full operation until sometime around the middle of December and usually there are only 1 or 2 games or tournaments in March pending weather– the spare time around February month end - March allows the caretaker sufficient time to get ready for the season end and to do final cleaning. It also offsets the busy weekends during the season where the caretaker is required to be at the arena throughout these times. Note, it will be mandatory to do a final clean up and arrange to have board members walk through to inspect prior to contract ending. Cleaning duties as per list will be signed off on and keys returned prior to last cheque.

The Arena representative on the board of directors shall be the liaison between the board and the arena caretaker. Any concerns between the two parties shall be directed through the representative.

1. Maintenance of skating ice (flooding and cleaning).
2. Removal of garbage from arena side and Archery Lobby daily.
3. Removal of ice and snow from door areas (Arena and Archery) not using a salt product.
4. Daily cleaning as per attached cleaning schedule.
5. Minor repair of skating and archery areas, hallway and dressing rooms.
6. Pick up propane for zamboni as needed.
7. Any concerns about zamboni maintenance is to be reported to the arena representative and taken care of.
8. Enforce discipline in arena.
9. Caretaker shall be responsible for any extra hired help. Help must be 16 years of age or older, and approved by arena liaison.
10. Caretaker shall be responsible for collecting Rec Hockey Fees and posting a list of those paid on the board. The updated list and money's collected should be given to the Secretary Treasurer weakly.
11. General appearance of arena-Archery Lobby and grounds to be taken care of by caretaker.
12. Doors must be open at 11 am on weekdays and 9 am on weekends.
13. All Cleaning Duties attached on separate sheet.