

CHICAGO CURLING CLUB

ICE MANAGER

The Ice Manager is responsible for installing and maintaining excellent curling conditions for all members and guests of the Chicago Curling Club. The main four factors regarding the ice are: consistent curl, consistent keenness, cleanliness and safety of the ice surface. The Ice Manager ensures that all of the Club's Ice Technicians (staff / volunteers) are appropriately trained and supervised to guarantee a positive curling experience for all at the CCC.

Summary of Responsibilities

Ice Making:

- Perform and direct staff / volunteers in the installation of ice at the start of the season and the removal of the ice at the end of the season
- Prepare a daily and weekly schedule for maintenance of the ice surface, and all other services and equipment located in the ice shed
- Recognize when additional measures need to be taken to improve ice conditions, and effectively perform these actions
- Ability to use and maintain the ice shed equipment according to the manufacturer's guidelines—a mechanical understanding of the ice making and maintenance equipment is highly desirable

Ice House Maintenance/Administration:

- Establish protocols and procedures for Ice House maintenance and cleaning, ensuring all staff / volunteers under his/her supervision understand and follow them
- Maintain logs and manuals covering the condition of ice, volunteer training, and preventative maintenance
- Assist the Club Manager to ensure CCC's safety protocols are adhered to and that any facility safety concerns are handled according to established guidelines

Management:

- Recruit staff / volunteer ice technicians with assistance from the Club Manager, Facilities Committee Chair and Ice Committee Chair
- Schedule, train, and motivate staff / volunteers to perform all functions associated with the excellent condition of the ice
- Effectively manage tasks in accordance with the budget for the ice

Membership Service:

- Demonstrate cooperative behavior, working in conjunction with the needs of the Club Manager, Board of Directors, Facilities Committee Chair, Ice Committee Chairman, and members
- Respond to members' questions and/or concerns effectively and in a timely manner

The ideal candidate possesses:

- Minimum of a Level 2 Ice Technician certificate
- Minimum of two years' experience in curling ice installation and maintenance, or a combination of applicable education and experience
- First aid and CPR certifications are also desirable

Interested individuals should apply with a letter of interest and a resume. All resumes and questions should be e-mailed to jobposting@chicagocurlingclub.org.