

TOWN TOYOTA CENTER

Community Rink Staff

Summer 2026 – Winter 2027

Position: Part-Time

Schedule: Primarily early mornings, with occasional afternoons and weekends. Hours will vary.

Compensation: \$17.13 per hour

Job Summary

Community Rink Staff work under the general supervision and direction of the Community Rink Manager.

This position plays an important role in creating a fun, safe, clean, and welcoming environment for guests while supporting recreational programs, sporting events, and community activities at the Weinstein Beverage Community Rink.

Essential Duties and Responsibilities

- Deliver outstanding customer service to all guests.
- Provide information about admission fees, programs, schedules, rentals, events, and activities.
- Process admissions and registrations using the Square point-of-sale system.
- Distribute, sanitize, and organize rental skates during Public Skate sessions and private events.
- Enforce Town Toyota Center and Community Rink policies, rules, and procedures to help ensure a safe experience for all guests.
- Complete opening and closing procedures as directed by the Community Rink Manager.
- Perform routine custodial duties to maintain a clean, organized, and safe facility.
- Operate rink computers and equipment for admissions, program registration, membership validation, and daily operations.
- Assist with setting up and tearing down the Community Rink, Main Arena, locker rooms, meeting rooms, and other event spaces.
- Monitor locker rooms and meeting rooms for cleanliness and damage, complete necessary cleaning, and report any maintenance concerns.

Town Toyota Center
1300 Walla Walla Ave
Wenatchee, WA 98801

T. 509-667-7VIP or 509-667-7847 F. 509-667-7840
www.towntoyotacenter.com

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- Assist with administrative tasks including data entry, mailings, promotional materials, and other clerical projects.
- Support the Community Risk Manager, Management Team, and Building Maintenance staff as needed.
- Perform other duties as assigned.

Required Qualifications

- Ability to accurately handle cash and learn to operate a computerized point-of-sale (POS) system.
- Commitment to providing exceptional customer service in a positive and professional manner.
- Availability to work a flexible schedule, including evenings, weekends, and holidays as needed.
- Strong teamwork skills with the ability to prioritize tasks and work independently.
- Friendly, enthusiastic, dependable, and courteous.
- Strong verbal and written communication skills.
- Must possess, or be able to obtain, a Washington State Food Worker Card.
- Ability to lift up to 20 pounds.

Preferred Qualifications

- One year of customer service experience with professional references.
- Previous experience using a computerized point-of-sale (POS) system.
- Skate experience not required, but welcomed

The statements above are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, or qualifications required.