

Kaminski Arena Inside Caretaker 2020-2021 Season

Background

The Kaminski Arena is operated by the Kaminski Arena board. The Board is made up of community volunteers and is responsible for the management and operation of the arena facility. The board is elected annually and includes a four member executive and eight directors at large. Monthly meetings are held to coordinate operations of the facility including staffing, facility improvements, events and fundraising activities. Funding to operate the facility comes from user fees and fundraising.

The main goal of the Kaminski Arena Board is to continue to provide a high quality arena facility for recreational activity for the community of Churchbridge.

Requirements of Caretaker

Facility caretaking will be required from October 2020 to mid-March 2021. Exact dates will be finalized based on timelines for installation of ice in the arena and use of the ice through the winter season.

Dressing Rooms

- Conduct daily cleaning of dressing rooms during operating season. This includes regular sweeping, cleaning up garbage, wiping stains and spills and emptying garbage
- Dressing room bathrooms need to be cleaned daily. Sinks, counters and toilets need to be cleaned each day. Toilet paper and paper towel should be replaced as needed. Showers need to be cleaned and kept in usable condition
- Dressing rooms may need to be cleaned more frequently on busy days such as tournaments or days where a number of games are scheduled. It will be the responsibility of the caretaker to check the room after the activity to ensure it is clean and ready for the next group entering it
- Mopping of the dressing room floors should occur as needed. Dirt on the floors needs to be kept to a minimum as dirty floors can ruin skates
- Hallways and stairs to dressing rooms also need to be kept clean. They should be swept and mopped as needed
- Please notify the Board maintenance volunteers before doing any general maintenance to the dressing rooms such as replacing lights, fixing handles, repairing hooks, etc.
- Any issues regarding health and safety must be brought to the attention of the Board maintenance volunteers immediately

Lobby Area

- Conduct daily cleaning of the lobby including sweeping, cleaning up garbage, wiping stains and spills, keeping glass clean, wiping down counters and emptying garbage
- Lobby bathrooms need to be cleaned daily including sinks, counters and toilets. Toilet paper and paper towel should be replaced as needed. Mopping can occur as needed
- Mopping of the lobby should occur as needed. It is extremely important that the arena lobby is clean each and every day and that those attending the facility experience a clean environment
- Any major repairs should be brought to the attention of the Board maintenance volunteers for direction before proceeding
- Cleaning supplies can be purchased as needed. Any other purchases for general maintenance material should be brought up with the Board maintenance volunteers
- Any issues regarding health and safety must be brought to the attention of the Board maintenance volunteers immediately

Blue Room

- Cleaning of the blue room to occur as needed and at least weekly during the season

Entrances and Exits

- The caretaker is responsible for ensuring all entrances and emergency exits are accessible on weekdays and on the weekends
- Upon snowfall, the front entrance needs to be cleared quickly so users have easy access to the arena

Facility Opening and Closing

- The Board and the caretaker will work to reach a suitable arrangement on the responsibility for the daily opening and closing of the arena according to the daily schedule
- When the caretaker is away the Board and the caretaker will work to reach a suitable arrangement for managing the caretaker’s duties of the arena when the caretaker need time off or is away due to illness

Communication

- If difficulties arise, the caretaker is to contact the Board by email if it is not urgent or text/phone if urgent

End of Season

- On April 1, 2021, the caretaker will hand arena key back to any member of the Board

Wages for the 2020-21 season: \$_____ per month as per tender.

By signing below, we acknowledge the above document has been reviewed and understood.

Arena Caretaker

DATE

Kaminski Arena Board Representative

DATE

Kaminski Arena Board Representative

DATE