

West Seneca Youth & Recreation

# Ice Rink Schedule

Revised Schedule 1/27/2016; Effective 1/29/16

Day	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time	9:15 AM – 11:30 AM	9:15 AM – 1:00 PM	9:15 AM – 11:30 AM	6:50 PM – 9:00 PM	6:50 PM – 9:00 PM	1:05 – 3:15 PM
Cashier	Sarah	Elaine	Elaine	Sarah	Mike	Erin
Ticket Taker	x	x	x	Jacob	Taylor	Quinn
Rink Guard	x	x	x	Nathan	Nathan	Matt
Rink Guard	x	x	x	Taylor	Caroline	Brooke
Rink Guard	x	x	x	Brooke	Sarah	Brendan
Rink Guard	x	x	x	Spencer	Spencer	Caroline
Rink Guard	x	x	x	Quinn	x	x
Head Rink Guard	x	x	x	Emily	Emily	Emily

**STAFF SHOULD BE DRESSED AND READY ON THE ICE NO LATER THAN 7:00 PM.**

**Reminders:**

Below are a few reminders that must be adhered to at all times. Failure to adhere to all Town of West Seneca Youth & Recreation Department policies and procedures will result in disciplinary action up to and including discharge.

- 1.) You should arrive on time for your shift. You must clock in/out using the Time Clock located inside the Buildings & Grounds room. You should not clock in more than 5 minutes prior to your shift start time. You should clock out no later than 5 minutes after your shift end time. If you fail to do so please report this to Emily Baker within 24 hours. Failure to comply could result in your paycheck being incorrect and/or delayed. Multiple offenses of not using the time clock correctly could result in a write up followed by termination.
- 2.) You must inform Emily Baker in writing of any requests off a minimum of 3 weeks prior to the date you are requesting off. If you are unable to work your assigned shift and do not give 3 weeks prior notice it is your responsibility to find a replacement for that shift. If you "call in" you must have a doctor's note or proof of emergency. Three (3) unexcused absences may result in dismissal.

**STAFF TELEPHONE DIRECTORY LOCATED ON THE BACK OF THIS PAPER**

NAME:	PHONE NUMBER:	OTHER:
LAUREN		<u>LMASSET@TWSNY.ORG</u>
SARAH		
EMILY		WSYES@TWSNY.ORG
ELAINE		
MATT E		
SARAH		
TAYLOR		
QUINN		
ERIN		
TRAVIS		
CAROLINE		
KRISTEN		
BRANDAN		
JACOB		
NATHAN		
SPENCER		
BROOKE		
MIKE		
WEST SENECA RECREATION OFFICE		

The following holiday skate dates will take place from 11:50 AM – 2:00 PM. For staffing on those days, we will follow the regular staff schedule for the day written next to it. (i.e. on October 12, 2015 those who work the Friday shift are scheduled for October 12, 2015 from 11:50AM – 2:00 PM).

October 12, 2015 (Columbus Day)	Friday
November 11, 2015 (Veterans Day)	Saturday
November 25, 2015 (Thanksgiving Skate)	Sunday
November 27, 2015 (Black Friday Skate)	Friday
December 28, 2015 (Winter Skate)	Saturday
December 29, 2015 (Winter Skate)	Sunday
December 30, 2015 (Winter Skate)	Friday
January 18, 2016 (Martin Luther King Skate)	Saturday
February 15, 2016 (Winter Skate)	Sunday
February 16, 2016 (Winter Skate)	Friday
February 17, 2016 (Winter Skate)	Saturday
February 18, 2016 (Winter Skate)	Sunday
March 21, 2016 (Spring Skate)	Friday
March 22, 2016 (Spring Skate)	Saturday
March 23, 2016 (Spring Skate)	Sunday
March 24, 2016 (Spring Skate)	Friday
March 28, 2016 (Spring Skate)	Saturday

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**RETURN A SIGNED COPY NO LATER THAN JANUARY 30, 2016**