

Building Manager

Location: Campus Recreation (Lee Hall, Swetman Gym)
Supervisor: Campus Recreation Coordinator, Graduate Assistant
Type of Job: Part time temporary service position and/or work study available

PRINCIPAL FUNCTION

- To enforce all facility policies, rules and regulations, minimize and eliminate hazardous situations while conducting yourself in a professional manner at all times.

REQUIREMENTS

- As a part of the hiring process, each employee is required to attend an orientation session the last weekend before classes start, which is not paid.
- Must maintain up-to-date CPR certification; this training will be provided by Campus Recreation.
- Must be available to work from between 4:00 pm – 12:00 midnight on weekdays and 12:00 noon – 12:00 midnight on weekends.
- Available to work a minimum of one weekend shift

RESPONSIBILITIES

- Arrive on time.
- Provide supervision for Campus Recreation operations to include Open Recreation, Intramural Sports, Sports Clubs practices, Special Events, Front Desk, Equipment Check Out and Instructional Programs.
- Monitor all events taking place in Campus Recreation facilities by making regular rounds of the building.
- Provide information and building services to the campus community in a professional manner.
- Provide equipment set-ups prior to scheduled events and clean up at the conclusion of all events.
- Develop a working knowledge of all the equipment and services and activities provided by Campus Recreation.
Follow procedures for closing the facility at the end of each day.
- Attend regular staff meetings and training sessions.
- Complete appropriate records, reports and time cards.
- Complete accident and incident reports immediately following injury or incident.
- Dust mop the gym as needed.

DESIRED SKILLS

- Must be able to work well with others, both participants and employees.
- Work independently when necessary.
- Communicate clearly and effectively.
- Ability to multi-task.
- Must be dependable and punctual.
- Ability to take initiative.
- Positive customer service skills/customer relations.

(REVISED 2/23/17 JAM)