

Building Manager Supervisor

Location: Campus Recreation (Lee Hall and Swetman Gym)

Supervisors: Campus Recreation Coordinator

Rate of Pay: \$7.60/hour

Type of Job: Part time temporary service position and/or work study available

PRINCIPAL FUNCTION

The Building Manager Supervisor is responsible for assisting the Coordinator with supervision and training of the student staff and facility operations. The employee is also responsible in assisting in all of the duties as outlined for both Office Assistants and Building Managers job descriptions.

RESPONSIBILITIES

- The Head Building Manager must act in a professional manner at all times, being mentally and physically prepared to do your very best. Characteristics of professionalism include being reliable, courteous, prompt, positive in attitude, well groomed and appropriately dressed for duty, ready to act, mature, consistent, and alert.
- Assist with one campus wide special event and open house.
- Responsible for ensuring the safety of all facility patrons by preventing and responding to emergencies and minimizing hazardous situations. Conduct facility inspections.
- Enforce all facility policies, rules and regulations.
- Assisting with all staff training, orientations and staff meetings.
- Coordinate and develop student staff schedules for all building managers and office assistants.
- Check and update all administrative files on front desk computers at Lee Hall and Swetman Gym.
- Assist in preparing backup documents and reports in case of computer outage.
- Check the schedules and payroll to ensure that all shifts are covered, time records are correct, and that Office Assistants and Building Managers are undergoing proper protocol for change of shifts. Sign all change of shift forms as needed.
- Communicate with the staff via email and communication log as needed.
- Serve as a liaison to the professional Campus Recreation staff.
- Provide supervision for Campus Recreation facilities during Open Recreation, Intramural Sports, Sport Club practices, Special Events, Front Desk, Equipment Check Out and Instructional Programs.
- Monitor all events taking place by making regular checks of the Campus Recreation facilities.
- Assist with the marketing and promotion of Campus Recreation programs and services to the campus community.
- Provide when appropriate for facility reservations or Campus Recreation programs any needed equipment set-ups prior to scheduled events and clean up at the conclusion of all events.
- Maintain a working knowledge of all the equipment, programs and services provided by Campus Recreation.

- Provide assistance to staff to follow procedures for opening and closing the facility each day.
- Complete appropriate records, reports, and time records.
- Assist student staff with any emergencies by assisting with the completion accident and incident reports immediately following injury or incident.
- Must maintain up-to-date CPR certification as provided by Campus Recreation.

REQUIREMENTS

- Must be able to work well with others, both participants and employees.
- Communicate clearly and effectively.
- Ability to multi-task.
- Must be dependable and punctual.
- Ability to take initiative.
- Positive customer service skills/customer relations.
- Completion of the application and interview process.
- Must be available to work office hours during the day after 2pm and evenings. Some weekend hours may be required.
- Ability to interact with diverse groups through a variety of situations.
- Ability to work independently within departmental standards of conduct and professional expectations.
- Strong written and verbal communication skills.
- As a part of the hiring process, each employee is required to attend an orientation session the last weekend in August which is not paid.