



Gold Crown Building Manager Job Description **\$14.25/hour**

The Building Manager is responsible to provide customer service. Supervise all activities in the building. Manage concessions area and facility cleanliness. Demonstrates professionalism and maintain a professional image at all times. Ensure any practices and games are set and ready for user groups. All Building Managers report directly to the Assistant Facilities Director and the Facilities Director.

Responsibilities:

- Attend staff meetings
- Assess areas of risk and immediately problem solve
- Troubleshoot facility needs and coordinate solutions
- Ability to use conflict resolution skills to handle emergency situations
- Oversee cash handling processes
- Contact and communicate with supervisor regarding facility questions.
- Ensure cleanliness of the facility and extending areas
- Maintain a neat and orderly control desk
- Keep debris and wood chips off walkways
- Keep all trash cans emptied
- Launder towels, rags, etc. as needed
- Court clean assigned court
- Responsible for ice removal, ice-melt removal
- All hoops, volleyball heights, etc. is correctly set
- Direct user groups including coaches, players, and parents to the correct court and ensure that the court is available only to the scheduled team
- Structure your time to be an active presence in the gym
- Supervise and direct porter, assigning tasks as necessary
- Assist and supervise Concessions/Retail/Asp staff members. Assist areas in need of staff support.
- Ensure staff stays in compliance with food & beverage regulations by the Health Department.
- Assume responsibility for task initiative and completion
- Effectively use MaxGalaxy

Qualifications:

- Associates degree
- Must complete First Aid/CPR/AED certification and submit proof for personal file

Contact and apply online at: <https://www.goldcrownfoundation.com/careers/>

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