



### **Gold Crown Building Manager Job Description:**

Building Managers are responsible for providing customer service, supervising all activities in the building, managing concessions area and staff, managing facility cleanliness and risk management. Managers must demonstrate professionalism and maintain a professional image at all times, while ensuring 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:**

- Be present and active during event times, assessing areas of risk and immediately problem solving
- Troubleshoot facility needs and coordinate solutions, including in emergencies
- Assist and oversee staff and cash handling processes for the concessions stand, including food & beverage compliance per Jefferson County Health Department
- Contact and communicate with supervisor regarding facility questions, and attend regular building manager meetings
- Ensure cleanliness of the facility and extending areas such as the front desk and lobby
- Ensure external facility is presentable including removal of graffiti, snow, wood chips, etc.
- Launder towels, rags, etc. as needed
- Court clean assigned court
- Ensure setup needs are correct for events including hoops, volleyball nets, balls, bleachers, team benches, etc.
- Direct user groups including coaches, players, and parents to the correct court
- Supervise and direct porter, assigning tasks as necessary
- Assume responsibility for task initiative and completion
- Effectively When2Work Scheduler, EZ Facility reservation software and Paychex software

### **Qualifications:**

- Must complete First Aid/CPR/AED certification and submit proof for personal file (if completed after hiring, you will be reimbursed)
- Pay: \$15.00/hr

To apply, please contact: Facilities Assistant Director, Alyssa Svalberg at [asvalberg@goldcrownfoundation.com](mailto:asvalberg@goldcrownfoundation.com)