



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

Building Managers are responsible for but not limited to: setting up and supervising all activities in the building, managing the concessions area and staff, 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:**

- Active during event times, assessing areas of risk and problem solving (including maintenance, customers service, and staff).
- Assist and oversee concessions staff, cash handling processes, and food & beverage compliance per Jefferson County Health Department
- Attend building manager meetings and complete all required trainings including but not limited to: CPR, First Aid, and the Certified Food Manager Test administered by Jeffco Health Department
- Ensure cleanliness and safety of the facility and extending areas such as the front desk and lobby, areas with graffiti, snow, etc.
- Launder towels, rags, etc. as needed
- Ensure setup needs are correct for events including hoops, volleyball nets, balls, bleachers, team benches, etc. and that the courts are clean
- Work well with user groups, coaches, cleaning crew, concessions staff, and other employees

### **Qualifications:**

- Must complete First Aid/CPR/AED certification\*
- Must complete the Certified Food Protection Manager Test\*
- 18 years old+
- Sport Management, Event Management / Coordination or Recreation experience
- Pay: \$18.30 / hour

*\*Training times can be provided by Gold Crown staff and Jeffco Health, and test fees may be eligible for reimbursement.*

To apply, please contact: Facilities Assistant Director, Alyssa Svalberg at  
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