

JOB DESCRIPTION - BUILDING MANAGER

JOB SUMMARY: The Building Manager (BM) is a leadership position with a high degree of responsibility in the area of operations management. The overall role of the BM is to reasonably meet the needs of the Valparaiso Union guests. Moreover, the BM on duty is responsible for the general supervision of the Union and the events taking place within, and represents the Director and the Assistant Director in their absence on evenings and weekends. The BM is responsible for supervising and assisting other Union student staff; cash handling; building security; event management; emergency procedures; and assisting the Assistant Director and the Housekeeping staff with preparing room set-ups, including some light and sound, and maintaining the cleanliness of the Union.

SUPERVISION: This position reports directly to the Assistant Director of the Union.

HOURS: 7-12 hours per week plus rotation shifts and weekly/bi-weekly meetings as necessary.

QUALIFICATIONS:

1. Dependability - follow through
2. Attention to detail and ability to accept direction
3. Punctuality
4. Positive image and tidy appearance
5. Ability to handle large amounts of responsibility
6. Multi-tasking and Time Management Skills
7. Willingness to supervise peers
8. Ability to work independently with little supervision, as well as part of a team with other Union staff
9. Effective communication skills
10. Willingness to work and learn
11. Flexibility
12. Strong computer skills
13. Ability to work weekdays, evenings and weekends
14. Maintain a minimum cumulative G.P.A. of 2.3 as well as a minimum semester G.P.A of 2.0
15. CPR/AED and First Aid Certified (Training Provided)

RESPONSIBILITIES:

1. Provide supervision and assistance to Information Desk and Games Area attendants during your shift; and assist those staff members with cash handling.
2. Assist Housekeeping or complete on your own all room set-up, take-down and changeover duties required during the scheduled shift per the standards or diagrams provided by the Scheduling & Office Manager and/or the Assistant Director.
3. Assist in meeting the needs of facility customers in set-up and use of A/V equipment.
4. Promote Union programs and services and provide support for activities and events taking place in the Union.

5. Provide for the safety of the building, its users and the staff by enforcing Union and University policies, monitoring potential safety/liability problems and assisting guests to meet their needs while using Union facilities.
6. Act as a liaison to the Union Housekeeping staff to ensure a clean environment for Union guests.
7. Account for daily receipts at the close of the day and secure money appropriately.
8. Provide for the security of the building by following proper opening and closing procedures as required by the shift.
9. Perform general maintenance and upkeep of Union equipment--easels, chalkboards, flipcharts, chairs, A/V equipment, etc.
10. Maintain inventory of appropriate forms needed at both the Info Desk and the Games Area, i.e.; shift reports, error slips, shift envelope labels. Original copies are located in the BM desk.
11. Post signs, daily schedules and sort and deliver mail as required.
12. Supervise and/or assist in special projects as requested by the Director's Office staff or the Assistant Director.
13. Assist in updating procedure manuals and resources as changes occur.
14. Attend all training sessions and weekly staff meetings.
15. Always be willing to assist the customers and your co-workers, both student and full-time staff.

The job description and the responsibilities listed provide the fundamental duties of the BM position. However in the course of your shift and your entire employment in the Union, you will be called upon to "go above and beyond" to make each client's visit a positive experience.

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