

Building Manager

**Department:** Finley Recreation Center

**Purpose:** To provide support for front desk staff at the Finley Recreation Center along with administrative tasks

**Pay Rate:** $12.00 per hour

**Schedule:** To be determined by staff availability – Hours are 6am to 10pm Monday through Friday, 8am to 8pm on weekends and are subject to change.

**Job Responsibilities:**

* Maintain all forms at the front desk: (waiver and release forms, accident reports, sign in sheets, hourly check sheets, and opening and closing procedures)
* Check accuracy of cash box log sheets
* Check accuracy of community membership waivers and expiration dates
* Facility check-ins during evening and weekend hours
* Attend monthly meetings with supervisors
* Assist and participate in Finley events as allowed by academic schedule: (Health Fair, Stress Relief Series, Earth Day, Bragging Rights Challenge, Lunch ‘n Learns, etc.)

**Job Requirements and/or Qualifications:**

* Applicants will be selected based on the following criteria:
  + A desire to be part of the Finley team
  + Commitment to the overall function and appearance of the Finley Recreation Center
  + Effective communication, organization, and problem solving skills, and attention to detail
  + Positive role model for community
* Prior work experience in the Finley Recreation Center or some college level leadership position preferred
* Must be available for early morning, late evening, and weekend staffing emergencies

**Employment Agreement:**

As a representative of UNE, you are expected to be a role model, exhibiting appropriate behavior at all times. Violations of the University Conduct Code may either prevent your selection for this position or terminate your employment.

The above job description has been fully explained to me by my immediate supervisor. I understand that I will be part of Finley Recreation Center Employment team. I understand the duties as outlined and agree to carry out these responsibilities upon acceptance of this position.

I understand that I if I breach any of the expectations above, I will undergo a “three strike” discipline system that includes the following steps if behavior does not improve:

· A verbal warning and meeting with my lead or staff supervisor(s)

· A written warning and meeting with my lead or staff supervisor(s)

· Termination of employment

**Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_**

I have thoroughly discussed the job description and expectations of this position with the student employee whose signature appears above. I agree to provide the training necessary to carry out the above functions successfully.

**Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_**

**Supervisor(s):** Colleen Lundgren, CSCS, CPT, WFR

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**Supervisor(s):** Judy Vezina

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