



FACILITY MANAGER SERVICES

Purpose

The Facility Manager is responsible for representing the Community Centre to renters and potential renters.

The position acts as a liaison between:

- facility renters and the Board of Directors,
- the Health Department and the Board of Directors,
- renters when the facilities are being rented by more than one party at the same time.

The Rental Director ensures that the Community Centre meets the expectations of renters in terms of equipment available and cleanliness as agreed upon in the rental agreement, and ensures that renters fulfill their obligations in terms of payment for services used and care of the facility.

Hours will vary, based on the number of rentals and rental inquiries, and the amount of time available to be scheduled at the facilities.

Responsibilities and Tasks

- Maintain the rental calendar for all activities taking place at the Community Centre.
- Serve as first point of contact for rental inquiries, meet potential renters that wish to review the facilities.
- Coordinate and administer all rental arrangements for the facilities, grounds, equipment, tables, chairs and any other assets owned or leased by the Community Centre.
- Ensure that rental agreements are signed and deposits collected as specified in the agreement.
- Coordinate with the Programming Director for facility use
- Coordinate with cleaning/janitorial services to ensure facilities are in appropriate condition for activities that have been scheduled.
- Maintain and update documents related to rentals:
 - a. Kitchen orientation documents
 - b. Monthly reports of rental activities and issues for the Board of Directors
 - c. Health inspection results
 - d. Facility Information Binder
- Perform regular inspections for the following:
 - a. Check refrigerator and cooler temperatures
 - b. Check dishwasher detergent and rinse agent levels
 - c. Check kitchen cupboards and drawers to confirm items are in the proper place
 - d. Complete annual inventory of kitchen facilities
 - e. Report repair and maintenance issues to the Board of Directors
 - f. Coordinate and maintain a list of available bartenders and event supervisors

Education, Experience & Minimum Qualifications

- 18 years of age or over
- Organizing and planning skills to manage multiple projects at one time
- Collaborative skills and teamwork to relate to multiple organizations
- Good interpersonal and customer service skills to deal with the public
- Professional appearance and attitude
- Proper cash handling experience