

Campus Recreation

MWC Building Manager

Position Description

Campus Life Classification: Level 3



QUALIFICATIONS

- Must be a UWS student in good academic standing
- Must have 2 semesters + of UWS student employment eligibility remaining
- Must be able to work well as a team player and independently.
- Must have customer service skills.
- Must be able to demonstrate supervisory experience
- Must obtain CPR/AED and BBP Level 2A certification within first semester of employment.

RESPONSIBILITIES

- Attend staff trainings and weekly meetings as required
- Assist with training, supervising, and evaluating all Campus Recreation student staff
- Assist Custodial Staff in Event set up and tear down
- Perform opening and closing procedures for MWC Facility as scheduled
- Supervise student facility staff in the absence of full-time staff
- Serve as a resource by providing accurate and current information regarding recreation and university related programs and facilities
- Report employee misconduct, tardiness, or other performance related concerns
- Lead all policy enforcement and handle all incidents that may occur; assist in developing policy
- Act as main contact person for large events and set up needs
- Assist in set up and operations for all Concession Events in MWC
- Responsible for cleanliness and appearance of entire facility during evenings and weekends
- Responsible for performing hourly (or as needed) Facility Rounds to ensure safety and controlled access is being enforced
- Responsible for data entry during every shift
- Update Bulletin Boards in MWC on a weekly basis, removing outdated or inappropriate postings
- Ensure safety of participants and employees by securing areas and equipment possibly contaminated by blood-borne pathogens until a Facilities or Professional Staff Member can handle the spill.
- Notify proper authorities and full-time staff of all incidents, accidents, injuries and emergencies
- Maintain a positive, cooperative, and customer service oriented attitude that enhances a fun work environment, wear staff apparel, nametag, and maintain clean professional atmosphere.
- Other duties as assigned by supervisor

TIME COMMITMENT & TRAINING

- Minimum Work Hours of 6 hours/week and Maximum of 40 hours/week
- Training to occur at beginning of employment attend weekly meetings for the duration of employment
- Must be committed to working evening and weekend hours

COMPENSATION

- Start at \$9.00/hour

REPORTS TO

- (Primary Supervisor) Krisi Patterson, Assistant Director of Campus Recreation
- (Secondary Supervisor) Harry Anderson, Director of Campus Recreation
- May take direction from any Professional Staff Member

QUESTIONS AND SELECTION INFORMATION

- For questions regarding the selection of the Building Manager, please contact Krisi Patterson at (715) 395-4611 and/or kpatter1@uwsuper.edu