

**University of Wisconsin-La Crosse
Recreational Sports Department**

TITLE: Building Manager (BM)

Job Description:

The Building Manager (BM) is responsible for the safety and security of the Recreational Eagle Center (REC) and Mitchell Hall recreation facilities. BM's are responsible for securing the building, maintaining safety, cash drawer, supervising customer service representatives, and enforcing all departmental policies and procedures.

Specific Duties:

1. Serve as a resource by providing accurate and current information regarding recreation and university-related programs and facilities.
2. Communicate and consistently enforce university, departmental, and facility policies and procedures with all users and co-workers; employ strong decision-making and conflict resolution skills with customer(s) when policies and/or procedures are violated.
3. Serve customers at the counter and on the telephone in a professional and courteous manner.
4. Maintain security and safety of facilities, users, and staff through opening/closing procedures and hourly rounds.
5. Coordinate daily facility operations that include supervision of participants and customer service representatives, assistance to intramural supervisors, equipment set up and tear down, laundry, cleaning, evacuation, hourly usage reports, and special events.
6. Serve student recreation needs through organization, exchange, and inventory of sports equipment, intramural jerseys, and lockers.
7. Perform cash and tower tender transactions on university point of sale (POS) system to include daily opening and closing procedures.
8. Assist with registration for intramural activities, fitness programs, and special events.
9. Coordinate emergency procedures that include care for injured, initiation of emergency action plan, notification of appropriate university authorities, and completion of paperwork.
10. Report all injuries, damage, equipment needs, and user issues to administrative staff through incident and injury reports as necessary.
11. Maintain current certifications in first aid, CPR, and AED.
12. Work scheduled shift or complete employee schedule change process if unable to work.
13. Maintain a positive, cooperative, and customer service oriented attitude that enhances a fun work environment; wear staff apparel, nametag, and maintain clean, professional atmosphere.
14. Support and promote all decisions, programs, and activities offered by the Recreational Sports Department.
15. Serve as a positive representative while participating in university and departmental activities.
16. Participate as desired in departmental and programmatic committees that include Student Advisory Committee, S.M.I.L.E. Program (employee incentive program) and special events planning.
17. Participate in self, peer, supervisory, and participant evaluation process.
18. Attend weekly staff meetings.
19. Complete other duties as assigned such as folding brochures, posting schedules and promotional items, etc.

Time Commitment and Pay:

Position requires a commitment of 15-20 hours per week (maximum of 25 hours per week). Hours range from 5:30am – 12:00am, including most weekends. Working some evenings, holidays, and breaks are required. Schedules are flexible to meet class schedule. Starting pay: \$8.25/hour.

Requirements: Ideal candidates should possess strong communication skills, be team-oriented, and have experience and/or willingness to develop leadership, conflict resolution, decision-making, time management, and organizational skills.

Learning Laboratory: The Recreational Sports Department is a learning laboratory where students have the opportunity to compliment academic pursuits with quality hands-on work experience and on-the-job training.

Who Should Apply: Students from all majors are encouraged to apply. This position provides numerous opportunities to gain skills that are beneficial in a variety of professions.

Additional information:

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