

Building Manager Job Description:

The building manager job description functions per the Position Description are:

- Supervise and assist other Community House staff and volunteers
- Cash handling
- Building security
- Event management
- Emergency procedures
- Managing custodial staff with preparing room set-ups, and maintaining the cleanliness of the Community House

Also -

- Ensure excellent customer service and effective communication
- Timely response to inquiries regarding the CH
- Monitor, coordinate and process reservations for meetings and events scheduling of CH, complete rental contracts, process rental depositions, payments and receipts, arrange for CH representatives and security for rentals, create and execute floor plans, provide BOD with monthly rental reports
- Oversee and be held accountable for daily operations of the building including
 - Resolving building problems per NRPCA policies and procedures, complete shift, event management accounting, incident and maintenance reports, open the building, securing the building, processing mail, assess inventory, order/purchase supplies, maintain distribution of building keys, coordinate annual building and equipment inspections, update procedures manual and forms, administer / coordinate building contracts and insurance.