JOB DESCRIPTION

Position: Manager on Duty
Supervisor: Director of Operations
Status: Hourly/Non-exempt
Work Schedule: Varies according to Club

Job Summary

Under the direction of the Boys & Girls Clubs of Oceanside’s Facilities Manager, the Manager on Duty will perform a variety of semi-skilled maintenance work tasks and be responsible for continuing the organization’s standards for safety and cleanliness as well as the appearance of our Boys & Girls Club property.

Responsibilities will include conducting daily Club and recreation inspections and property walk-throughs to ensure a comfortable, clean and safe environment for our facility renters and visitors. The Manager on Duty will be responsible for inspecting and securing our facility nightly (including interior and exterior assigned areas) by following established security procedures and reporting potential safety and liability issues as well as other physical defects on the property.

The Manager on Duty is directly responsible for creating a positive, safe fun atmosphere that is customer service based and safety oriented while scheduled in the Boys & Girls Club’s Townsite Facility.

The Manager on Duty position is based upon the Boys & Girls Clubs of Oceanside’s facility rental schedule and job performance. Should the rental schedule be modified, this position may not be needed for that day/week and/or position terminated.

EDUCATION and/or EXPERIENCE:

- One year of experience in related field including customer service and routine cleaning/custodial housekeeping
- Ability to speak and write Standard English appropriate in a public setting
- Must pass LiveScan & LexisNexis criminal background check and fingerprinting, and pre-employment drug screening
- First Aid and CPR certification
- Excellent communication skills – ability to communicate effectively and maintain positive interactions with Supervisor and on-site facility renters

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Able to engage in physical activity without limitations.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using cleaners, sponges, and squeegees.
- Dust furniture, walls, machines, and equipment.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors, fixtures and the Club.
Monitor building security and safety by performing such tasks as locking doors after operating hours, alarming or disarming the Club and checking electrical appliance use to ensure that hazards are not created.

Notify managers concerning the need for major repairs or additions to building operating systems.

Requisition supplies and equipment needed for cleaning and maintenance duties.

Set up, arrange, and remove decorations, tables, chairs, conference equipment to prepare facilities for events such as banquets and meetings.

Cleaning windowsills and windows.

General maintenance of grounds.

Maintain janitor closets in a clean, organized and safe manner.

Maintain janitorial equipment in a clean, safe and operable condition.

Performs other duties as assigned.

Other Responsibilities

- Implements the safety plan at the site.
- Possess reliable transportation to and from Program site.
- Complies with organization and site policies and follows procedures.

OTHER SKILLS:

- Ability to work cooperatively and collaboratively with staff, renters, parents and community leaders.
- Ability to communicate effectively and demonstrate sensitivity to others.
- Excellent organizational and management skills
- Ability to frequently stand, walk, stoop, sit, crouch, bend, speak, and hear.
- Ability to engage in physical activity with members without limitation.
- Ability to lift, carry, pull, or otherwise move objects between 10 and 20 pounds.

PHYSICAL DEMANDS: The work requires routine walking, standing, bending and carrying items weighing less than fifty pounds.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

I have read and agree to carry out the above stated job responsibilities.

Employee Name: _________________________________ Date: _______________________

Employee Signature: _________________________________

The declarations listed above are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be a total listing of the skills and abilities required to do the job, rather, they are intended only to describe the general nature of the position. Other duties and/or responsibilities may be assigned as needs arise.