Job Description

ALLERTON SPORTS COMPLEX FACILITY SUPERVISOR

TITLE: Facility Supervisor

ROLE: The Facility Supervisor position is a leadership position within Operations responsible for the day-to-day operation of the Allerton Sports Complex. Successful candidates will have a larger role in terms of customer service, risk management, supervision of staff, and ensuring appropriate food service and safety protocols are followed.

PAY RATE: $10.50

AMERICAN RED CROSS CERTIFICATIONS:

- CPR/AED for the Professional Rescuer
- Blood-borne Pathogen Training

REQUIREMENTS:

- Demonstrated growth as Facility Specialist for a minimum of one semester.
- Strong, demonstrated leadership ability.
- Proven organizational and time management skills.
- Effective interaction and communication skills with staff members and patrons.
- Strong verbal and written communication skills.
- General knowledge of the facility, policies and procedures, and amenities available to members and guests.
- Ability to work under pressure and respond appropriately to emergency situations.
- Good standing with the Department.
- ServSafe Food Service Certification is recommended by not required.

RESPONSIBILITIES:

The Facility Supervisor’s main responsibility is to ensure the safe operation of the Allerton Sports Complex, through appropriate risk management, quality customer service and appropriate food service and safety protocols. Responsibilities include, but are not limited to, the following:

- Adhere to and enforce all policies and procedures set forth in the Allerton Staff Manual.
- Oversee all areas of the Allerton Sports Complex to ensure proper coverage, appropriate work efficiency, and safety measures.
- Set-up areas as needed for facility reservations and program events.
- Manage all accidents and incidents that occur within the complex.
- Provide quality customer service to all guests.
- Uphold all expectations set by the Senior Assistant Director.
- Complete all necessary paperwork inherent to the position, such as completing checklists, food preparation, cash handling, tracking participants, monitoring facility cleanliness and noting areas which need repairs, disposal of trash to the dumpster when necessary, etc.
- Maintain regular cleaning schedule of all food service equipment, sinks, restrooms, etc., within the complex.
- Assist with general upkeep and cleanliness of the complex.
- Any responsibility that a concession worker would have.
- Delegate tasks as needed.
- Perform other job related tasks as assigned.

HOURS: Assigned work hours are determined by program schedules and seniority. Hours are generally each month but modified during the week prior to each weekend tournament based upon facility lessee schedule. Primary hours are weekends between 7 a.m. and 10 p.m. or some weekdays 5 – 11 p.m.

APPEARANCE and DRESS: The Facility Supervisor will be clean and neatly attired while on duty. A departmental staff shirt, khaki pants/shorts, and nametag will be worn at all times.

SUPERVISOR: The Facility Supervisor’s immediate report is the Senior Assistant Director for Recreational Services.