South Bay Community Center

Office Manager’s Job Description

POSITION OF THE PART TIME OFFICE MANAGER

This position is the chief paid administrative (at will) position of the center and is directly accountable to the Board of Directors of the SBCC in accordance with the Bylaws.

The Office Manager does not set policy as the Board of Directors makes these and she/he operates under their direction.

Hours of employment are Monday, Wednesday, and Friday from 1 to 4/ Wed do marketing in office or visit sites

ACCOUNTABILITY

The Office Manager will be directly accountable to the Board of Directors of the SBCC.

There will be a six-month evaluation of the Office Manager’s performance in the first year of employment. After the first year the evaluation will be conducted annually. A committee, comprised of at least three board members appointed by the President, will complete the performance evaluation. The findings and recommendations of the committee shall be presented and approved by the entire Board of Directors.

OVERALL RESPONSIBILITIES

Responsibilities include planning, organizing, managing, and directing the everyday operations of the SBCC and implementation of policies and decisions of the Board of Directors. These responsibilities and activities are managed within budgetary limits and are outlined below:

Marketing to Bridal Shops, caterers, florists, printers, Quinceanera suppliers, churches, funeral homes.

OPENING DUTIES (when entering at 12:00)

1. Open up front door; disarm the alarm if the senior nutrition driver or staff has not already done it
2. Walk through the center noting any issues that need attention. Check bathrooms to make sure required paper products are installed and are clean. Set priorities for custodian’s workday. Make note on white board. Ensure the two front gardens are maintained and tidy.
3. Make sure that we are maintaining a clean appearance on the exterior of the building including monitoring the trash recycle containers and surrounding area. Report any maintenance issues to custodian.

CLOSING DUTIES

1. Make sure the setup is done as requested for the next tenant.
2. Make sure the kitchen is ready for the next tenant.
3. Make sure all trash and recycle containers have been emptied.
4. Check all doors to ensure they are secure and set the alarms.

DAILY DUTIES

1. Post and pickup mail from the post office box on Monday.
2. Receive checks and enter transaction into spreadsheet. Receipt given for cash payments and bkkpr notified. Make bank deposit. Never leave cash in office over weekend.
3. Give receipt for all cash paid for an event. Make bank deposit of large sums of cash
4. Never leave cash on premises over weekend.
5. Post income and expenses to Excel spreadsheet for bookkeeper.
6. Keep master calendar, computer calendar, and wall calendar up to date at all times.

WEEKLY DUTIES

1. Order paper products, from local vendors, when possible, for delivery as needed.
2. Share with custodian up-to-date Marquee postings with current and upcoming events.

MONTHLY DUTIES

1. Send invoices (billing) to regular renters of the center, i.e.., PHP, Senior Nutrition, Early Risers, etc.
2. When available, coordinate the people performing court ordered community services, and document their time spent.
3. Continually promote SBCC as a rental.
4. Send wedding planners information on facility
5. Send notices of availability to schools, social groups, and other organizations
6. Investigate possible publicity in local media by way of adds, articles, or public announcements.
7. Make each person that comes into the center welcome and do our best to accommodate their needs and answer their questions.

COORDINATE WITH THE FOLLOWING

1. Renters: Review their application, deposits, payment arrangements, booking, insurance coverage, floor plans etc. (These renter’s events include weddings, retirement parties, graduations, birthdays, wakes, civic meetings, church groups, Quinceanera, and band practices as well as any other approved centers.
2. Ongoing tenants: scheduled activities as noted on master calendar.
3. Volunteer activities pertaining to SBCC.

MISCELLANEOUS DUTIES

1. Monitor and schedule the servicing of the Range Hood equipment, fire extinguishers and water backflow servicing as required
2. Check every six months with the local fire department to ensure the center is compliant with their policies.
3. Prepare donation thank you letters, log all donations and report totals to the SBCC board.
4. Prepare a monthly Manager’s report to keep SBCC board aware of all bookings, donations, and inquiries for possible bookings.
5. Ensure the ABC license is purchased and displayed by renters on site when needed.
6. Participate in arranging for major repairs and maintenance from outside vendors.