



Maryland SoccerPlex

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Job Title:	Manager on Duty	Job Code/ Req#:	OPS061520
Department/Group:	Operations	Travel Required:	None
Reports to:	Director of Operations	Position Type:	Part-Time (Various Hours)
Location:	Germantown MD	Date posted:	6/15/2020
Level/Salary Range:	\$16.00 – 16.55/hr.	Posting Expires:	Open until filled
External posting URL:	http://mdsoccerplex.org/contact-us/job-opportunities		

Applications Accepted By:

ELECTRONIC APPLICATIONS ONLY:

Email, Mailed, or Faxed Applications will not be accepted

Job Description

JOB SUMMARY

The Maryland SoccerPlex is currently seeking an enthusiastic, positive, hard- working, self- starter to join the team as a Part-Time Manager (MOD). This individual should be motivated, open minded and environmentally conscience. As a member of the SoccerPlex crew, this individual is responsible for opening and/or closing the facility as well as overseeing all indoor activity including sport and non-sport events. Individual will also aid in monitoring facility conditions by supervising part-time employees, assist in maintaining a clean facility, as well as interact with patrons to address their questions or concerns. The MOD will also serve as basic security for the facility during their shift

RESPONSIBILITIES

Operations:

- Open/Close the facility, including locking/unlocking doors, visual security check of the facility and preparation of the facility for the day or next day operations.
- Perform routine, unscheduled, and emergency maintenance of equipment, systems, and infrastructure
- Assist with and supervise cleaning of the facility on a scheduled and as needed basis.
- Perform basic facility security function including monitoring security cameras, visual observation of individuals on premises and address safety and security issues with patrons.
- Other duties as assigned

Staff Management:

- Supervise operations and maintenance staff at DSC
- Implement customer service program
- Promote a customer service focused, friendly, and professional atmosphere at MD SoccerPlex and Adventist HealthCare Fieldhouse
- Other duties as assigned

Administration

- Answer phones, emails, and in person inquiries for information, assist with registrations, process mail, and other administration type functions
- Perform cash management functions such as reconciling cash registers at the start and end of shifts
- Other duties as assigned



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QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Extensive knowledge about youth sports and particularly the soccer community in the United States
- Superior oral and written communications skills
- Effective organizational skills for managing multiple tasks
- Experience managing staff
- Working knowledge about Microsoft Office Suite, VoIP Phone Systems, and operations of security alarms and cameras
- Basic cash management principals and knowledge

PREFERRED SKILLS AND QUALITIES

- Positive attitude and personality
- Ability to work independently and in a team environment, self-starter, and highly motivated
- Knowledge of general maintenance, HVAC, electrical, and plumbing a plus

Additional Requirements

- Ability to lift 50 pounds
- Ability to work weekends, nights and irregular hours as needed
- Ability to work in varying climates including extreme cold and heat
- Ability to work in varying physical positions including standing, kneeling, seated, at height and the use of assistance equipment such ladders, lifts, and motor vehicles
- Valid Driver’s License and safe driving record
- Reliable transportation
- Employment contingent upon successful completion of a background check

ADDITIONAL NOTES

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Last Updated By:	MBL	Date/Time:	6/15/2020
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