

Facility Manager

JOB SUMMARY

The Student Union (SU) facility serves as the center of campus life and is host to many programs and services for the UNLV community. The Student Union Facilities & Operations team exists to provide exceptional service to students, faculty, staff, and non-university guests visiting and utilizing the facility and is an essential piece in creating an environment that is welcoming, safe and accessible. The Facility Manager shall be responsible to the Student Union Facilities & Operations management team (Graduate Assistant, Student Union Facility Coordinator and Assistant Director of Facilities & Operations) for supporting day-to-day operation, events, and activities of the Student Union facility. They are responsible for managing the Student Union during afternoon and evening hours, and on weekends when full-time professional staff are unavailable. The Facility Manager must be knowledgeable of the Student Union, UNLV, and the surrounding community, is responsible for upholding and enforcing facility policies and procedures, and also provides back-up support for the Student Union Information Desk and Game Room staff. All duties will be performed in a friendly, professional, and courteous manner at all times.

DUTIES AND RESPONSIBILITIES

- Open and close the Student Union according to work schedule
- Perform hourly perimeter checks to inspect safety, security and general building cleanliness
- Provide back-up support for the Information Desk, Game Room, Event Operations staff and Custodial staff when necessary
- Close cash register nightly, complete cash and merchandise report, complete cash deposit, prepare opening cash and merchandise bag for the Information Desk
- Manage all posting and advertising areas, post new fliers, remove expired postings
- Organize publication racks and check for any unauthorized items
- Reorganize furniture in all lounges and dining area
- Respond appropriately to a variety of emergency situations including, but not limited to, medical emergencies, fire, civil disturbances and acts of nature
- Generate detailed daily report of all activities occurring during work shift, including unusual situations and circumstances
- Uphold and enforce Student Union policies and procedures
- Review daily event schedule
- Set up and break down daily indoor marketing tables
- Manage lounge and courtyard furniture moves for events
- Post and remove weekly banners and table tent advertisements
- Assist clients and event guests in their use of the facility
- Receive and document reports from Event Operations staff indicating new damages to the facility, excessive cleaning, and overtime/extended reservation times related to events
- Monitor facility and meeting room cleanliness including miscellaneous trash pick-up, graffiti removal and carpet and furniture cleaning
- Report maintenance and custodial work order requests
- Execute a variety of facility-related projects as assigned
- Perform other related duties as assigned

MINIMUM QUALIFICATIONS

Ability to perform all duties and responsibilities as outlined above. Must be a current UNLV student and maintain a cumulative GPA of 2.25 or higher and a semester GPA of 2.0 or higher. Prior management or volunteer leadership experience required with strong preference given to applicants with minimum one (1) year experience. Knowledge of facility management strongly preferred. Knowledge of event management strongly preferred

Salary:	\$10.00 per hour (Max 20 hrs per week)
Estimated Hours of Work Per Week:	20
Contact Person:	Israel Sandoval, Facility Coordinator 895-5668