

## **BLANTON HOUSE FACILITY MANAGER**

### **JOB DESCRIPTION**

*(Last updated 8/17/16)*

#### **Job Description**

The Blanton House Facility Manager Job is an hourly position. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required.

#### **Pay**

Hourly position \$12 hourly rate. (Potential \$18,096/year) grow the facility and grow your pay

Employee will be paid for tours, cleaning and events. Pay increases will be evaluated on the employee meeting set annual goals and complying with guidelines below. Increases cannot be more than \$1/hour annually.

#### **Benefits**

1. Park owned computer/tablet (Employee is responsible for loss or any damages)
2. Park owned cell phone. (Employee is responsible for loss or any damages)
3. DAC membership \$12/year
4. GFAC membership \$3/year

All benefits must be returned in working order once contract is terminated.

Benefits may be adjusted at anytime at the discretion of the Superintendent.

#### **General Responsibilities of Facility Manager**

Uniform:

1. Staff should be dressed appropriately for the occasion. Proper uniform should consist of Park Department logoed shirt /dress and pants.
2. During weddings uniform can be upgraded to formal attire and name tag.

Marketing:

1. Promoting the rental of the Blanton House through the community.
2. Promoting the Blanton House through social media with guests.
3. Work with staff and board to develop special events for the Blanton House.
4. Responsible for cataloging with pictures each wedding at the Blanton House (5 Pic/wedding Minimum). Send to staff after each wedding.

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#### Communication:

1. Responsible for documenting rentals and delivering rental information to staff each week.
2. Communicate with treasurer's office on rentals.
3. Reports to Superintendent or Assistant Superintendent.
4. First responder to field all questions from renters at any time.
5. Organize and coordinate vendors (tents, caterer, chairs, tables, linens and florist) setup and take down for rentals.
6. Oversee that renters follow proper guidelines for alcohol permit and liability waivers.

#### Maintenance:

1. General janitorial functions throughout the facility.
2. Make sure grounds are maintained and manicured prior to renting.
3. Could be asked to do general lawn and landscaping maintenance throughout the property.
4. At times may be asked to work on special projects or events with park staff.
5. After every rental, inventory equipment (tent, tables and chairs) make sure they are not damaged.

#### Rental Day:

1. Unlock facility for renters to enter.
2. Field all questions.
3. Make sure all policies and procedures are followed by renters.
4. Stay at facility during all times to make sure renter is fully taken care of.
5. Responsible for making sure house is cleaned prior to renting.
6. Act as maintenance worker to fix facility issues. (light bulbs, limb pickup, dust)
7. Responsible for making sure that renter follows all cleaning procedures.
8. If renters do not follow cleaning procedure than facility manager will be responsible for the cleaning.
9. Make staff aware of any problems.
10. Responsible for making sure house is secure after rental.

#### Administrative:

1. Deliver park staff all records.
2. Record data for each renter.
3. Responsible for an annual report presented to the park board of the facility and weddings each December.

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**Typical Rental Procedure**

1. Give tour
2. Assist renter in accessing availability to confirm reservation dates.
3. Refer renter to Town Hall to complete necessary paperwork for renting.
4. Receive email that person is renting from Town Hall.
5. Send letter thanking them on renting the Blanton House Facility and giving them contact information.
6. Correspond with renter on vendor setup, possible return showing of the Blanton House and fielding questions on facility layout, policies and procedures.
7. Check Blanton House for cleanliness and communicate with staff on exterior condition.
8. Communicate with renter and organize a meeting time for the day of rental.
9. Arrive 30 minutes prior to rental times and access facility and grounds.
10. Unlock and greet renter along with fielding any questions.
11. Provide renter with contact information.
12. **On site** Procedures: Conduct periodic checks with renter to make sure all needs have been met. Periodic checks of restrooms, trash, grounds and following guidelines set by the facility agreement.
13. Oversee the use of park equipment (Tables, Chairs, Tents,...)
14. Responsible for overseeing cleaning and closing procedures. Make sure facility manager is the last person to leave the grounds.
15. Fill out rental form with appropriate data and turn into park office. Make sure survey and form are filled out by renter and signed.
16. Send Thank You to renter.

**THIS POSITION WORKS IN THE SUMMER MOST WEEKEND NIGHTS, EVENINGS AND HANDLES CALLS FROM RENTERS ON A CONTINUOUS BASIS. PLEASE DO NOT APPLY IF YOU ARE NOT WILLING TO DO THIS.**

I \_\_\_\_\_ have read and agree to all the terms listed in the above contract. I agree to follow all policies and procedures set forth by the Danville Park and Recreation Board and its staff by signing this document.

Pay Rate   \$12.00   /hr

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Please fill out application online, attach cover letter, attach this job application signed and email all documents to [wlacey@danvilleindiana.org](mailto:wlacey@danvilleindiana.org)\*