Position Description
HILLTOP BUILDING MANAGER
University Recreation & Sport Facilities (UR & SF)
Hilltop Recreation Center, University of Wisconsin-Eau Claire

Accountability
Reports to the Events and Marketing Coordinator

Responsibilities
The Hilltop Building Manager is responsible for all operations and programs when full-time permanent administrative staff is not on duty, primarily evenings and weekends. The Building Manager will serve in a public relations role with University and community users and will assist as necessary to facilitate programs.

Specific Duties
- Enforce and promote UW System, UW-Eau Claire, and University Recreation & Sport Facilities policies.
- Serve as a source of information and assist students, parents, and visitors to our campus.
- Responsible for the opening and closing of Hilltop Center and opening of the Crest Wellness Center and the Environmental Adventure Center on weekends.
- Responsible for unlocking the Hilltop Lounge and setting up for any special events in the Lounge, hall and BBC areas.
- Oversee the operations and cash handling of the Bowling and Billiards Center.
- Help at the counter when needed and pick up counter shifts when needed.
- Oversee any building maintenance problems, i.e. ceiling leaks, broken doors, etc.
- Be familiar with various alarms that may go off such as fire, building entry, and weather.
- Responsible for handling emergency situations such as medical issues, burglary, bomb threats, injuries, drinking and fighting.
- Address and report to the Bowling Mechanic any bowling machine problems.
- Perform custodial duties.
- Coordinate and supervise various programs provided through the center, i.e. bowling leagues, billiard tournaments.
- Perform all snow removal during the winter months (will be trained to use the snow blower).

Expectations
- Must be available to work most weekends.
- Excellent customer service skills and cash handling experience.
- Enforce University Recreation & Sport Facilities Policies.
- CPR/First Aid, Blood Born Pathogen and AED certifications are required, training provided.
- Criminal Background Check will be required.

Qualifications and Salary
Applicants must be self-directed individuals with a strong work ethic, a positive attitude, good customer service skills and the ability to work well with others. Applicants must be at least a part-time student (6 credits for federal work study, 1 credit for non-federal) with at least two semesters remaining at UWEC.

Base Wage
Division II: $8.25 per hour

Revised August 2014 SJP