Position Description for Summer Building Manager

Qualifications:

Background and experience in customer service and solid communication and administrative skills are required. The successful building manager must be outgoing, energetic and have excellent communication skills. Hours will be determined by conference schedule and may include weekends and evening hours. Knowledge of the University of Delaware campus is desirable.

Summary of Responsibilities:

Building managers will be responsible for all keys and cards for an assigned building at all times. The building manager will be responsible for preparation, set-up and staffing of all check-ins and check-outs for conference groups. Building Managers will work closely with conference assistants to provide excellent customer service to summer housing guests.

Employment Dates:

Training may begin as early as May and most employment will end by the third week in August. Dates may be determined on an individual basis.

General Responsibilities:

- Must attend and participate in all required staff meetings and training sessions.
- Be knowledgeable of the Summer Conference Housing operating and emergency procedures, facilities and policies.
- Meet with conference assistant to confirm arrangements and procure room assignments.
- Work with Conference Assistants and Front Desk staff so that information can be loaded into software and welcome materials can be produced.
- Set up, organize and staff check-in and check-out for each group in assigned building.
- Perform key audits prior to a group check-in and after a group check-out.
- Follow procedures for any necessary core changes and update key inventory information.
- Update all information in preparation for final invoice

Remuneration:

Hourly rate is based on experience. On-campus housing and parking is available for a fee. Two uniform shirts are provided and must be worn for all check-ins and check-outs.

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