

American Legion Post 9 – Winona, Minnesota

Job Title: Facilities Manager

Reports To: Post Commander

Classification: Salaried

Prepared Date: 17 October 2011 Revised Date: 11 Jan 2019

SUMMARY: The Facilities Manager is responsible for the profitable operation of all aspects of the Veteran's Center. The Facilities Manager reports directly to the Post Commander.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Responsible for hiring, training, scheduling, direction and guidance of all employees, to include bartenders, wait staff, custodial staff and bar area gambling sellers.
- Assumes responsibility for personnel direction, development, and safety. Responsible for employee evaluations and wage adjustments in accordance with established Post guidelines. Provides effective leadership, motivation, and human relations skills to minimize conflict and discontent through effective communication and by resolving problems in a timely manner.
- The Facilities Manager must be responsible for covering all scheduling gaps due to illness, scheduling conflicts, failure to report for work, or other events as may become necessary. It is expected that the Facilities Manager will perform a minimum of 30 hours of bartending time per week.
- Facilities Manager will coordinate activities and training with the Gambling Manager. Bartenders must be properly trained and able to handle the lawful and accurate sale of pull tabs. Bartenders must be trained in all aspects of alcohol sales and the law as it pertains to our operation.
- The Facilities Manager will be responsible for balance of daily receipts, deposits to bank, and change for cash drawers. This will also include balancing of the bar checking account. The Facilities Manager will provide detailed financial information as needed to the Post accountant.
- The Facilities Manager will assume responsibility for ordering of all bar stock, to include beer, liquor and food, facility supplies and materials.
- The Facilities Manager will be responsible for all aspects of facility maintenance, preventive maintenance, facility safety, and facility security. This will include responsibility for compliance with building and health codes. This will also include the Facilities Manager working with outside vendors and contractors as needed.
- The Facilities Manager will assume responsibility for all Post event scheduling. This is to include Post functions, hall rental, and bar area rental. The Facilities Manager will be responsible for negotiating and signing of event contracts.
- The Facilities Manager will be responsible for booking and hiring of all entertainment for Post functions. Advertising for Post functions and entertainment will be the responsibility of the Facilities Manager.

- The Facilities Manager will be responsible for maintaining the Minnesota Lottery machine in the bar. This will include adding and removing new scratch games as they are made available. This will also include removing cash and making deposits in a timely manner. The Facilities Manager is responsible for training all bartenders and staff in the operation of the Lottery vending machine.
- The Facilities Manager will be required to submit a Bar business/activities summary report to the Executive Board at each monthly meeting either in person or in writing.
- The Facilities Manager will be responsible for maintaining communication and positive rapport with Winona area businesses, organizations, and city and state leaders.
- Authority level is in accordance with Post policies and procedures. Accountability is to the Post Commander and to the Executive Board through the Post Commander.
- Evaluation is based upon overall performance, which includes profitability, personnel development, morale, productivity, quality of services, and promotion of Post activities and events.
- The position of Facilities Manager is an At-Will Employment position.

Supervisory Responsibilities

- Manages all employees including bar tenders and facility maintenance staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employee's; addressing complaints and resolving problems.

Qualifications

- To perform the job successfully, the Facilities Manager must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to be bonded. Must be willing to submit to a pre-employment or post-employment drug test.

Education and/or Experience

- Two to five years experience and/or related experience or training in bar, restaurant, or facilities management. Must possess strong business and management skills. The Facilities Manager must have an understanding of veteran's affairs and issues. The Facilities Manager must have a basic understanding of plumbing, electrical, and HVAC systems.

Language Skills

- Ability to write reports, correspondence, and procedures. Ability to effectively present information and respond to questions from groups of clients, customers, the general public and Post executive committee.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, and taste and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, color vision, and ability to adjust focus.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Benefits

- After one year of employment, the Facilities Manager will receive one week of vacation. After completion of three years of employment the Facilities Manager will receive two weeks of vacation.