

OPERATION MANANGER I

JOB DESCRIPTION

ADDENDUM

Job Title: OPERATION MANAGER I
Rate of Pay: \$7.00

Purpose of the Operation Manager I

The Kean University Operation Managers are a unit of student para-professionals who are employed to ensure the safe and efficient operation of the University Center. The Operations Managers are representatives of the administrative staff during evening and weekends, and are responsible for the operation of the University Center, the scheduled activities, and the delivery of its services.

DUTIES, RESPONSIBILITIES and EXPERIENCE:

- A) To provide support and coordination for events in the University Center and its associated facilities.
- B) To explain, interpret and enforce general building and area policies and observe the University Center staff in the absence of direct are supervisors
- C) To provide for the safety and security of the University Center and its patrons.
- D) Attend weekly staff meetings
- E) Report to shift on time, and notify supervisor if unable to come to work on time.
- F) Responsible for filling out all required paperwork during his/her duty shift.
- G) Dress appropriately.
- H) Observe, act upon and report unusual occurrences and incidents
- I) Know and understand all emergency procedures concerning fire alarms, electrical failures, elevator emergencies, injuries, and other situations. Understand alarm equipment and procedures.
- J) Interact with patrons to establish authorized and legal use of the facility. Request unauthorized patrons and groups to vacate facility, utilizing Campus Police as a backup, if needed.
- K) Wear your radio at all times.
- L) Remain constantly alert and aware of what is going on in the University Center.
- M) Maintain an accurate knowledge of both University Center and Campus events.
- N) Set-up room when required.
- O) Provide coverage of other departments when necessary.

