



Building Manager

Darien Park District

Contact Name: Jordan Rossi

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Contact Phone: 6307892011

Closing Date:

Salary: \$34,552.00-\$40,000.00 plus benefits

Description:

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The Building Manager is a full-time, non-exempt position which reports directly to the Assistant General Manager. This position is responsible for monitoring all daily duties of pt building staff. Creating a daily task list for all pt staff scheduled for those days, making sure directions are clear, and if necessary, show them how you want it done. Will be directly responsible for the custodial aspects of the building. This includes creating a daily, weekly, and monthly cleaning schedule. This is an at-will position.

Position Hours:

40 hours per week, including nights and weekends.

Qualifications:

Applicant must have a high school diploma or equivalent. Experience and understanding of park and recreation administration, supervision, personnel procedures, and safety procedures is required. This position requires strong people and customer service skills, the ability to communicate effectively with other staff and public, including written, verbal, and telephone communication skills. The individual should be very organized, have the ability to plan, implement, supervise and lead staff. This position is expected to maintain First Aid/CPR/AED certification. Strong computer skills are also needed.

Duties:

This position will oversee the day-to-day management of the building staff and building operations. This position will require you to work a minimum of 4-5 building shifts per week, mainly nights and weekends.

Address: 451 Plainfield Rd

City, State, Zip: Darien, IL 60561

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