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| POLICY NUMBER: 4.1.1 | DATE ADOPTED: Feb 19, 2014 |
| POLICY TYPE: General Operations | DATE AMENDED: |
| POLICY TITLE: Building Manager Job Description | |

Building Manager Job Description

Overview

The Building Manager is a volunteer position responsible to the Board. In recognition of the amount and frequency of the work involved, the Society offers an honorarium, the amount of which is set by the Board.

The Building Manager is responsible for the overall condition and cleanliness of the theatre building, performing some duties personally while arranging for the appropriate person to perform others.

Responsibilities

1. Ensures once a year (usually in the fall) that the fire extinguishers and sprinkling system are in good order and that the furnaces are serviced.
2. Oversees interior and exterior cleaning and maintenance within the Building Manager's capacity
 - a. repairs or arranges repair of items as needed (e.g. vacuum cleaner, plumbing, door handles, paint touchups, electrical repairs).
3. Purchase maintenance items as needed (e.g. batteries for emergency lights, light bulbs, etc.).
4. Arranges to have the carpets cleaned as needed – at least once a year – consulting as necessary to ensure there is no conflict with scheduled events.
5. Does janitorial jobs as needed, such as
 - vacuuming
 - cleaning washrooms
 - washing and paint touch up of stage for upcoming events.
6. Maintains stock of coffee, sugar, cream, hand soap, paper towels, toilet paper, and other cleaning supplies.
7. Assists with garbage and recycling collection and preparation for removal.
8. Supervises the snow removal contractor.
9. Reports to the Board any needed, unbudgeted expenses.
10. Recommends anticipated budget needs to the board annually.
11. Maintains the door codes and building keys as required for use by theatre personnel.

12. Updates the message on the marquee to reflect upcoming events.
13. Works with the Board and Technical Director to ensure the building meets health and safety standards.
14. Ensures the dressing room, stage, washrooms, auditorium, kitchen and front of house are in suitable condition for use by visitors and renters.

Budget and Honorarium

The Board sets an annual budget to cover routine cleaning and maintenance. The Building Manager is free to allocate this budget as he/she sees fit, bringing any potential additional expenses to the Board for adjustment and approval. The Treasurer provides a petty cash fund which is included in the overall Maintenance budget.

The Building Manager:

1. is paid a monthly honorarium for overall performance of duties.
2. in cooperation with the Treasurer and the Bookkeeper, keeps a detailed record of expenditures within the budget.
3. maintains relationships with outside contractors and the Fire Marshall who provide services for our building (including plumber, electrician, painter, piano tuner, alarm system supplier, waste disposal, etc.).