

Lac du Bonnet Community Centre Inc. Centre Administrator Job Description

1. GENERAL PURPOSE

To oversee the appearance, maintenance and operations of the Lac du Bonnet Community Centre.

2. SUPERVISION

The Administrator reports to the Lac du Bonnet Community Centre Board Executive.

3. SUPERVISORY RESPONSIBILITY

The Administrator is responsible for supervision of the Bowling Attendant, Caretaker(s), and Volunteers.

4. RELATIONSHIPS

The Administrator works closely with the public, Centre board members, volunteers, tenants, and contract service providers.

5. QUALIFICATIONS

The following qualifications are required by the Administrator:

- Experience in program and/or facility management is an asset
- Experience with bookkeeping and Quickbooks Pro is an asset (training will be provided)
- Experience and ability to manage staff and volunteers
- Good organizational and time management skills
- Efficient problem solving and coping skills
- Ability to multi-task
- Aptitude to work with the public in a professional manner
- Computer and typing skills
- Knowledge of computer programs including Microsoft Word and Excel
- Manitoba Server License for selling liquor (can be obtained after hiring)
- Food Handlers Certificate (can be obtained after hiring)

6. JOB RESPONSIBILITIES

A. Administration and Communication

- Main contact and ambassador for the Lac du Bonnet Community Centre
- Handle telephone and customers in a professional, pleasant and helpful manner
- Show the hall(s) to prospective renters
- Open and close centre for clients (renters, bowlers, curlers, etc.) as required
- Order supplies for the Centre as required (i.e. cleaning, kitchen and maintenance supplies)
- Communicate with delivery and salespeople as required
- Manage, supervise, and coordinate with the Bowling Attendants, Custodians, Volunteers and contractors
- Assist with all fundraising activities as required
- Manage annual contracts with businesses for sign advertising in bowling area
- Manage contracts with Facility user groups (Curling Club, Farmer's Market, etc.)
- Manage, create and coordinate Ads on the outdoor Electronic Sign
- Manage and update information on the website
- Apply for municipal funding
- Prepare required reporting for monthly Board Meetings and provide continual support to the board of directors

B. Bookkeeping and Finance

- Write employee cheques and run payroll on a bi-weekly basis
- Record (EI/CPP/Tax) for Employee & Centre contributions
- Write cheques to Receiver General for the quarterly remittance
- Issue Record of Employment forms should an employee quit
- Issue invoices for payments owing
- Pay all bills in a timely manner
- Record bills and cheque payments into QuickBooks
- Make and record all deposits into QuickBooks
- Collect and deposit bowling cash outs weekly (Bowling Attendant will cash out register with paperwork), and enter amounts into excel spreadsheet and QuickBooks
- Track Curling Club Deposits/Cheques (Bar Revenue)
- File Annual PST Return
- Write thank you letters and issue charitable tax receipts for all donations
- Produce monthly financial reports for Board Meetings
- Produce and review the annual budget with the Board (start in November)
- Compile all fiscal year-end financial information for the auditor (January)
- Assist auditor and make Adjusting Journal Entries as required
- Work with the Contracted Accountant to prepare and file the Registered Charity Return (June), employee T4's, and the T4 Summary (January)

C. Centre Rental Coordination

- Oversee hall rentals
- Explain Centre policies and processes to renters
- Ensure that renters receive rental letters and contracts in a timely manner
- Ensure rental agreement is signed by both the client and the Centre and that all rental requirements are noted on the agreement
- Ensure that rental booking and damage deposits are received from the client in a timely manner (see Rental Policies and Procedures document)
- Hire security as required (see Rental Policies and Procedures document)
- Coordinate bartenders for liquor related functions as required by renter
- Update rental listings on a regular basis
- Post rental listing in a visible location in the Centre office and provide to board members, and custodians
- Take inventory and ensure there are adequate supplies for the hall bar and kitchen including pre-mix, juice, cups, coffee supplies, ice, cleaning supplies, etc.

D. Facility Appearance, Maintenance and Operation

- On a regular basis perform a walk around inspection of the entire facility to ensure the ongoing appearance of facility meets board standards and report concerns to the Board
- Maintain and conduct monthly safety inspections as per the Safety Log Manual
- Ensure all entrances to facility are appropriately cleared for safety
- Coordinate service work for maintenance and repair of Centre equipment and infrastructure
- Oversee the effective operation of the pop machine in the curling lobby

E. Bowling Coordination (required in the absence of Bowling Attendant)

Lanes

- Main contact and ambassador for the bowling alley

- Coordinate bowling rentals
- Administer the cash for bowling lanes including the operation of a cash register or cash box, making change and cashing out
- Take inventory and order supplies for bowling pro shop
- Untangle pin strings and correct any malfunctions
- Rent and deodorize shoes
- Clean and maintain bowling lanes after each set of leagues
- Ensure regular bowling lane conditioning
- Ensure that balls, pins and towels are cleaned on a weekly basis
- Ensure that lounge, pit area, pin and ball return area, lobby and washrooms are cleaned on a regular basis

Canteen and Bar

- Administer the cash for bowling canteen and bar sales including the operation of a cash register or cash box, making change and cashing out
- Prepare and sell snack food and liquor in bowling canteen.
- Take inventory and ensure there are adequate supplies for bowling canteen and bowling bar
- Maintain cleanliness of bowling canteen and bar area on a daily basis

Liaison with Bowling Leagues

- Accept and reconcile weekly payments from Bowling Leagues
- Prepare facility for bowling tournaments and special events