

## Sahlen's Sports Park - Manager on Duty Job Description

Sahlen's Sports Park is seeking a highly motivated, self-starter to manage the day-to-day operations of the sports facility. Responsibilities include all aspects of management of the facility including maintenance, outside sales, field time management, and delivery of services.

### Responsibilities and Tasks

Manage day-to-day operations that include, but are not limited to, opening/closing duties, managing the on-duty staff team  
Provide high-level customer service and build rapport and lasting relationships with prospective and current players and teams.  
Present the facility to the public with exceptional cleanliness and in an organized, well-maintained fashion at all times  
Maintain a positive attitude, take initiative, and work as a cohesive team with all Sahlen's Sports Park staff members to ensure efficiency and camaraderie  
Demonstrates the ability to interact with the public and co-workers in a friendly, enthusiastic, and outgoing manner  
Have knowledge of all Sahlen's Sports Park programs and events Participate in Field setup, preparation, and breakdown.  
Assist in all other areas when needed  
Will initiate activities that promote the cleanliness and appearance of the snack bar  
Ensure rentals, leagues and all programs are running on time and in an efficient manner during business hours Directly supervise, monitor, and follow up on scheduled work with all employees in the area of responsibility  
Provide a safe environment for all customers, guests, and employees  
Passionate and knowledgeable about sports programming and events  
Ability to prevent and resolve conflict, to deliver a high level of customer service, and multitask  
Experience with Point of Sales and cash handling preferred  
Highly and self-motivated with a desire to be successful  
Excellent verbal communication skills  
Ability to organize and prioritize tasks  
This position can involve sitting, standing, walking, running, stooping, lifting, carrying, pushing, and pulling  
Executes policies and procedures professionally and accurately.  
Maintain a professional image that includes adherence to proper appearance standards  
Responsible for daily/nightly cleaning of Facility.  
Responsible for completing all tasks assigned by General Manager on time.  
Must be available to work evenings, weekends, and holidays  
Required to open or close the facility when required

### Skills and Attributes:

Passionate and knowledgeable about sports programming and events  
Ability to prevent and resolve conflict, deliver a high level of customer service and multitask.  
Experience with Point of Sales and cash handling preferred.  
Highly and self-motivated with a desire to be successful.  
Excellent verbal communication skills  
Ability to organize and prioritize tasks.  
This position can involve sitting, standing, walking, running, stooping, lifting, carrying, pushing, and pulling.  
Executes policies and procedures professionally and accurately.  
Maintain a professional image that includes adherence to proper appearance standards.

Email resume to General Manager, Chuck Lawless at [Chuck.L@sahlensportspark.com](mailto:Chuck.L@sahlensportspark.com).

