



Riverside Educational Center
After School Tutoring and Enrichment

Job Description: Operations Manager

Supervisor: Executive Director

Job Summary The Operations Manager is responsible for all onsite building management and maintenance, fleet management, IT, bus driver and trailer training for staff, bus logs, Snack and Snack Manager Management, oversee Operations Assistant tasks.

Responsibilities:

- **Building Maintenance, management, etc.**
 - Lights, heat/cooling set
 - inside/outside cleaning and maintenance
 - security system, security codes
 - Supplies available in office and workrooms
 - Monitor utility bills for accuracy and identify any ways to help reduce utility bill costs
 - Manage donated equipment
 - Work with Executive Director on building needs and improvements
- **Fleet maintenance**
 - Titles/registrations up to date
 - Current insurance cards in all buses
 - Supplies in buses tracked and updated
 - Maintenance schedules and washing
 - Provide bus driver and trailer training for staff
 - Ensure bus logs are submitted to the office on a regular schedule
- **Bike, Ski, and other equipment- Maintenance/Fleet Management**
- **Snack Maintenance/Management**
 - Ensure all onsite Snack rules being followed
 - Ensure all snack area clean, current, and organized
- **Operations Assistant**
 - Provide schedule of responsibilities for maintenance of buses stored at schools
 - Schedule of Activities
- **IT**
 - Track Technology Inventory check-in/check-out
 - Support staff office IT needs
 - Ensure internet has consistent connectivity
- **Other duties as assigned.**

Qualifications

- College degree preferred.
- Proficiency in MS Office and email
- Strong leadership and organizational skills
- Ability to interact with people of all ages and cultural backgrounds
- Ability to work independently and as part of a team
- Effective oral and written communication skills

Position Details

- Part-time/hourly 21-34 hours per week - \$20/hr
- \$150 health stipend, \$25 phone stipend
- Accrued HFWA Sick Leave (1hr Sick Leave/30 worked, maximum 48 hrs per year.)