April 6, 2016

COORDINATOR OF OPERATIONS-CHAPARRAL CENTER

RESPONSIBILITIES
- Responsible for the physical operations of the Chaparral Center to include concessions and custodial
- Make purchases and keep computer inventory of concession supplies
- Cultivate and train concession employees
- Supervise and schedule custodial staff
- Work in conjunction with Maintenance Department to keep facility equipment in working order
- Must be open to change and be able to adapt quickly
- Supervise the set-up, tear down, and cleanup of events
- Maintain cleaning supplies and order as necessary
- Provide assistance to clients during move in and move out of events
- Provide excellent customer service
- Practice safe work habits for both concessions and custodial operations
- Maintain positive relationships and contribute to a team atmosphere
- Assist in facilitating Director’s role during his absence
- Other duties as assigned

QUALIFICATIONS
- Bachelor degree in Business, Hospitality, or Sports and Entertainment Management or related field
- Two years of experience working at an arena or multi-purpose facility with background in concession and facility operations
- Must have a working level of accounting procedures related to concessions
- Ability to function in a people oriented business that will require anticipating problems and their appropriate solutions
- People skills to meet the wide range of clients and personnel
- Experience with computer, scoreboard, forklift, and P.A. preferred
- Must be able to move or lift up to 50 pounds
- Must be able to work a flexible schedule including nights, weekends and holidays

SALARY
$2,833.33-$3,083.33 per month. Excellent fringe benefits. Review of applications will begin April 14, 2016. Position will remain open until filled.

APPLICATION
Interested candidates should send a resume, completed official application, official transcripts sent directly from the institution(s) attended to Midland College Human Resources, three letters of reference, and a statement addressing responsibilities, qualifications and how they meet the desired characteristics. Applications should be sent to: applymc@midland.edu

Natasha Morgan
Director of Human Resources/Payroll
Midland College
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Midland, Texas 79705
(432) 685-4532

Midland College Is an Equal Opportunity Employer
This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.