



TRI-COUNTY SPORTSMEN'S LEAGUE

Member MUCC

8640 MOON ROAD, SALINE MI 48176
Telephone (734) 429-9561 Web www.tcsl.org
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Position

Tri-County Sportsmen's League (TCSL) Clubhouse/Facility Manager

Location

Tri-County Sportsmen's League
8640 Moon Road, Saline, Michigan 48176
734-429-9561

Apply by submitting resume and cover letter to:

Tri-County Sportsmen's League
8640 Moon Road, Saline, Michigan 48176
or to president@tcsl.org

Summary

The clubhouse/facility manager oversees the day-to-day operations of TCSL. This includes opening and closing the clubhouse, signing in members and guests, guest relations, collecting fees, tending bar, managing inventories, cleaning, preparation for, and clean-up after, clubhouse events and general facility maintenance.

Responsibilities

Responsibilities may include, but are not limited to:

- Member and guest relations and collection of fees, interact with the public.
- Tending bar and selling miscellaneous items.
- Obtaining and keeping current a State of Michigan Techniques of Alcohol Management (TAM) Certificate.
- Facility cleaning: including floors, tables, surfaces, restrooms, rugs, laundry, trash removal, litter control.
- Inventory management: including bar items, ice, charcoal, cleaning supplies, facility maintenance items, bottle deposit return, other consumables.
- General maintenance: bulbs, filters, water softener, plumbing, electrical, scheduled and unscheduled, inside and outside.
- Oversight of the Club's physical plant: HVAC, refrigerators, freezers, coolers, dehumidifier, buildings, ranges, grounds, parking lots, other, coordinate repairs as needed.
- Special events: set up, tear down, clean up.
- Recordkeeping: maintain a log of activities, tasks, scheduled events, supplies, purchases.
- Purchasing: with Club funds purchase supplies and consumables as needed from local stores, suppliers.

- Maintaining a safe environment inside and outside the Clubhouse: including shoveling snow and putting down salt by entry doors.
- Communications: report to Club President and/or Board of Directors, answer the phone, collect mail and distribute, welcome local, county and state officials and direct to appropriate Club official(s).
- Other duties as needed and assigned for efficient operation of TCSL as directed by the Club President and/or Board of Directors.

Qualifications

- Good organizational and communication skills.
- Demonstrated ability in facility management and maintenance.
- Proficiency with common software programs.
- Ability to work independently, work a regular schedule and to alter hours for special activities as required.
- Physical ability to move and position tables and chairs, supplies, packages, cases and retail items weighting 40 pounds or more.
- Ability to supply references and pass a background check.
- Ability to operate a cash register.
- Ability to be bonded.
- Ability to obtain and maintain both a ServSafe and TAM certification.

Desired Qualifications

- Knowledge of firearms, archery and shooting ranges.
- Current NRA designation of Range Safety Officer (RSO) or the ability to acquire the designation.

Employment: At-will position, up to 32 hours per week, 10 am to 6 pm with an unpaid lunch, Wednesday through Saturday, shifting hours may be necessary on occasion.

Compensation: negotiable hourly rate.

Benefits: two week paid vacation after a probationary period.

Equal Opportunity Employer

Tri-County Sportsmen's League will not fail or refuse to hire or recruit, discharge, or otherwise discriminate against an individual with respect to employment, compensation, or a term, condition, or privilege of employment, because of religion, race, color, national origin, age, sex, height, weight, or marital status.