



Job Title:	Assistant Director of Housekeeping/Sustainability & Energy Management	Job Category:	
Department/Group:	ExtraMile Arena - Operations	Job Code/ Req#:	
Location:	1401 Bronco Circle	Travel Required:	Limited travel locally
Level/Salary Range:	Professional	Position Type:	Full time
HR Contact:	Jill Farnsworth	Date Posted:	
Will Train Applicant(s):	Internal – job change	Posting Expires:	

External Posting URL:	Internal – job change
Internal Posting URL:	Internal Posting URL

Applications Accepted By:

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Job Description

THE ASSISTANT DIRECTOR OF HOUSEKEEPING/SUSTAINABILITY & ENERGY MANAGEMENT IS RESPONSIBLE TO ENSURE EVENT READINESS OF THE ARENA FOR CLEANLINESS AND EVENT NEEDS WHILE MANAGING THE WASTE THAT COMES FROM EVENTS IN A MANNER CONSISTENT WITH THE USE OF RENEWABLE/SUSTAINABILITY ENERGY RESOURCES.

RESPONSIBILITIES

HOUSEKEEPING

- ② CONSTRUCTION & OVERSIGHT OF PROCESSES AND PROCEDURES FOR EQUIPMENT AND SUPPLY NEEDS FOR SCHEDULED EVENTS AND FACILITY OPERATIONS
- ② PROJECT MANAGEMENT FOR ALL HOUSEKEEPING RELATED PROJECTS OCCURRING IN EXTRAMILE ARENA.
- ② OVERSIGHT OF TEAM THAT INSPECTS FACILITY PRIOR TO SCHEDULED EVENTS TO ENSURE PROPER CLEANING AND SETUP
- ② SUPERVISES STAFF TO ENSURE SMOOTH OPERATION OF FACILITY AND EVENTS AND RESOLVES CONCERNS; ESTABLISHES RAPPOR AND MAINTAINS COMMUNICATION WITH FACILITY USERS TO ENSURE ALL NEEDS ARE MET.
- ② MONITORS AND CONTROLS THE FACILITIES HVAC AND OTHER ESSENTIAL SYSTEMS DURING EVENTS.
- ② OVERSIGHT OF TEAM RESPONSIBILITY FOR OBSERVATION OF FACILITY AND EQUIPMENT TO ENSURE SECURITY. OVERSEES AND LOGS ALL EQUIPMENT MAINTENANCE.
- ② MONITORS FACILITY USE TO ENSURE CONFORMANCE WITH POLICIES AND PROCEDURES.
- ② OVERSIGHT OF FACILITY USE AND STAFFING REPORTS.
- ② HIRES AND TRAINS ALL FULL-TIME AND PART-TIME HOUSEKEEPING STAFF AND EVALUATES PERFORMANCE.
- ② RECOMMENDS CHANGES IN POLICIES AND PROCEDURES AND PROVIDES INTERPRETATION TO STAFF AND FACILITY USERS.



- ☐ IDENTIFIES NEEDS AND PLANS AND SUPERVISES HOUSEKEEPING, AUDIO-VISUAL, AND SET-UP; SUPERVISES AND ASSISTS WITH SET-UP CHANGES.
- ☐ INTERPRETS FACILITY INSTRUCTIONS TO DETERMINE SET UP NEEDS THEN SCHEDULES STAFFING & EQUIPMENT NEEDS
- ☐ OVERSIGHT OF TEAM THAT PROVIDES SETUP OF TABLES, BARRICADES, FLOORING, TENTS, EQUIPMENT AND OTHER ITEMS AS NEEDED TO PREPARE FIELDS AND VENUES FOR COMPETITIONS AND OR SPECIAL EVENTS.
- ☐ OVERSIGHT OF TEAM THAT PROVIDES CUSTOMER SUPPORT AND SERVICE DURING EVENTS.
- ☐ COORDINATES WITH OTHER GAME/EVENT SUPPORT STAFF AND COACHES TO ENSURE SMOOTH AND TIMELY SET UP FOR BSU AND NON-BSU EVENTS.
- ☐ MANAGES TEAM RESPONSIBLE TO PERFORM POST EVENT CLEANUP FOR EVENTS IN THE ARENA.
- ☐ ESTABLISHES WORK PRIORITIES, ORGANIZES WORK SCHEDULES, AND DETERMINES DUTY ASSIGNMENT SO THERE IS LITTLE ADVERSE IMPACT ON DAILY OPERATIONS.
- ☐ THIS POSITION HAS AREAS WITHIN THE FACILITY FOR WHICH THEY HAVE AN EXCLUSIVE RESPONSIBILITY FOR OVERSEEING THE CLEANING (DAILY, WEEKLY, MONTHLY, ANNUAL TASKS).
- ☐ THIS POSITION IS RESPONSIBLE FOR COMPLETING EMPLOYEE PERFORMANCE EVALUATIONS FOR FULL-TIME, PART-TIME TEMPORARY AND STUDENT EMPLOYEES.
- ☐ THIS POSITION MAY BE REQUIRED TO WORK EVENINGS, WEEKENDS AND/OR HOLIDAYS, AND ADDITIONALLY MAY BE ASKED TO BE ON CALL AT TIMES AS IDENTIFIED BY SUPERVISOR.
- ☐ OVERSEES THE HOUSEKEEPING BUDGET & ALL ECONOMIC ASPECTS OF DEPARTMENT.
- ☐ HIRES, TRAINS AND SCHEDULES ALL HOUSEKEEPING STAFF

SUSTAINABILITY & ENERGY MANAGEMENT

- ☐ Constructs & oversees training and supervision of staff and volunteers involved with recycling. Ensures that recycling items are sorted into the correct bins/dumpsters.
- ☐ Oversight of Team that monitors inventory of waste/recycling receptacles, placement, signage, and cleanliness.
- ☐ Oversight of Team that monitors electricity usage/efficiency- reminders for staff to turn off lights in unused areas, schedules "dark days" where lighting usage can be minimized, matches exterior lighting schedules with seasonal changes, creates cost analyses of switching to different bulbs throughout the building, coordinates purchasing and installation of sustainability/efficiency equipment and supplies.
- ☐ Explores energy saving and waste reducing alternatives through research, cost analysis, meetings, etc. Creates written plans for waste management and sustainability that coincide with the University's policies and mission.
- ☐ Contributing to sustainable development initiatives.
- ☐ Preparing specifications, drawings and tender documents for building services, improvement or plant replacement work, including obtaining statutory approvals.
- ☐ Liaising with and providing technical support to mechanical and electrical design engineers on new and refurbishment projects regarding sustainability, energy and water conservation.
- ☐ Ensuring accurate records are maintained and energy monitoring data is collected regularly.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- ☐ Valid driver's license
- ☐ Working knowledge of computer skills to include: Excel, Internet, Outlook, Word.
- ☐ Work varied shifts, including weekends and holidays.
- ☐ Able to lead and mentor a team.
- ☐ Leadership style that is result oriented.
- ☐ Safety/security oriented
- ☐ Excellent organizational skills and ability to prioritize.



- Able to effectively communicate in English, in both written and oral forms.
- Ability to climb stairs to manage responsibilities on multiple level Arena
- Ability to make sound judgement calls in a timely manner.

PREFERRED SKILLS

- At least 3 years' experience working in a Housekeeping or custodial department.
- Previous experience in Arena or event management industry.
- Familiarity with Sustainability, Green Initiatives and/or LEED programs.

Essential tasks

- Oversee quality hiring, training, and succession planning processes that encompass the Universities diversity commitment.
- Properly utilize performance feedback, recognition, training, and adherence to company policies, legal requirements.
- Participate in the research, development, evaluation, and implementation of new products, services, technology, and processes to ensure a competitive position in anticipation of changing needs within the dynamic Arena environment.
- Create a work environment that promotes teamwork, performance feedback, recognition, mutual respect and employee satisfaction.
- Preparation of the yearly budget.
- Operate work truck and forklift.
- Handle two-way communication with Command Post, event staff or administrative staff.
- Communicate and coordinate work with University Facilities, Operations & Maintenance. as necessary.
- Collaborate with University personnel regarding job requests and outcomes.
- Train and evaluate job performance of other Arena personnel.
- Operate tools and equipment associated with the trade, as well as preparing them for tasks.
- Maintain clean, safe and orderly work space.
- Operate smooth, efficient, cost effective operation; including labor management, supervision of all aspects of services and inventory control.
- Evaluate equipment and initiates repairs or replacement as necessary.
- Responsible for procurement supplies and services with vendors.
- Perform related work as required

Time Percentage Breakdown

Teamwork – 100%



- Safety & Security – continuously work safely with an awareness that events are being targeted for destruction (keep doors locked, ensure vendors are following Visitor Policy, See Something Say Something).
- Assist assistant director of operations in leadership and management functions in the Operations Department.
- Effective communicator - handle two-way communication with Command Post, event staff or administrative staff.
- Effective time management and departmental efficiencies (spending, throughput, productivity, etc.).
- Maintain clean, safe and orderly work space.
- Positive attitude.

Events – 20%

- Manage Housekeeping Dept. to effectively resolve issues that arise during events such as but not limited to; spills, maintaining inventory of paper toiletry supplies, supply tours with towels, soap, etc.
- Oversight of Team that places tables, chairs, turnstiles, etc. to supply event needs.
- Oversight of Team that completes post event clean up to ready building for next event in a timely manner.

Day to day operation (dark days) – 60%

- Identify property damage that occurred during events and complete work orders thru Work Order Program.
- Evaluate effectiveness of cleaning Team to meet time constraints for next event.
- determine feasibility and scope of work and estimates material and personnel requirements.
- Inspect work area used by contractors in the Arena as well as internal staff to assess necessary cleaning to make event ready.
- Communicate and coordinate work with University Facilities, Operations & Maintenance. as necessary.
- evaluate and make recommendations to assistant director of operations.
- Manage the housekeeping requirements of assigned the facility in a geographic zone through work orders, preventative maintenance requirements, emergency calls, etc.
- Evaluate equipment and initiates repairs or replacement as necessary.
- Procure supplies and services with vendors.
- Coordinate warranty repairs of housekeeping equipment (scrubbers, vacuums, etc.).
- Perform related work as required

Budgets and planning – 20%

- Writing and reviewing plans and specifications.
- Preparation of the yearly budget.



- Analyze data and reports generated by Business Director to ensure proper execution of services, distribution of departmental reports and accuracy.

ADDITIONAL NOTES

This position is critical in ensuring that the Arena is continually ready for events with rapid turn arounds from events to event as needed.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time