

## **MAS Katy Center (MKC) Center Facility Manager Job Description**

Muslim American Society (MAS) Katy is looking to hire a Center Facility Manager (CFM) for its community center. Interested candidates should send detailed resume to [ec\\_mas\\_katy@googlegroups.com](mailto:ec_mas_katy@googlegroups.com).

The CFM will be responsible for managing and supervising the day-to-day operations and activities of the center in a safe and efficient manner.

### **Primary Duties**

Following will be the primary duties of the CFM.

- Ensure usage of the center facilities in an efficient manner
- Ensure protection of facilities' equipment and infrastructure
- Enforcement of all policies and rules approved by the Executive Committee (EC) and/or Board of Directors (BOD)
- Strive for satisfaction of center's members and visitors subject to center's policies
- Announce and communicate MAS Katy events and news to the community
- Supervise and manage custodial and other staff hired or contracted by the center

### **Roles and Responsibilities**

Specific roles and responsibilities of the CFM shall include the following. Additional roles and responsibilities may be assigned by the EC and/or BOD as necessary.

- Enforce center policies and procedures set by EC and BOD. Provide feedback to EC for revision to existing policies if needed and help draft new policies.
- Maintain center's cleaning and maintenance schedule.
- Manage and assign weekly tasks to supervised staff, evaluate their performance, and communicate and implement corrective measures when necessary.
- Maintain Open and Close timings for the center and its various facilities according to predetermined or announced schedules.
- Provide assistance to EC, BOD, and other volunteers in the use of the center's facilities and equipment for carrying out various programs and activities. Examples of such activities include workshops, educational and social programs, fundraisers, youth programs, etc.
- Manage payments and accounts of activities, rentals, memberships, etc., as agreed with EC.
- Maintain and update facility's operations management software system.
- Ensure availability and setup of proper audio and video systems for programs and events in the center.
- Maintain facility thermostats.

- Prepare and compile list of weekly announcements by contacting EC. Make announcements after Jummah prayers and after regular prayers when needed.
- Manage schedule for lectures, classes, MPH, social events, Nikah etc.
- Regularly update center's digital displays to show upcoming events, key announcements, and salah times.
- Coach Parking and security personnel to control masjid safety.
- Communicate any potential problems, issues, or hazards to the EC. Take corrective measures when possible.
- Follow up with fire Protection Company for maintenance, testing, etc.
- Work with the EC to help achieve the center's short-term and long-term goals.
- Carry out routine procedures for following
  - Retail store rent collections and payments
  - Renting of multipurpose hall (MPH) and other facilities
  - Maintaining MAS Katy Center's apps or other tools by updating events
  - Collection of feedback and complaints and forwarding them to EC or other parties as relevant
  - Maintaining membership payments and membership cards as necessary

### **Skills Needed**

- Candidate must be fluent in English
- Must have excellent communication and interpersonal skills
- Strong managerial and leadership skills
- Fluent in use of computers applications (MS Office).
- Should be able to effectively communicate by email and text messaging in English.

### **Work Load**

The CFM shall work between 30 hrs on a weekly basis. Weekend work hours will be more than weekday hours to meet the demands of high usage of the center over the weekend.

### **Salary**

The salary will be \$18-\$22 per hour, depending on the experience and final duties assigned.