



Job Description

Position Title: Batting Cage Manager

Type: part-time non-union

From: April 3rd to October 12th

Basic Functions:

Under the direction of the Recreation Program Manager, responsible for scheduling, supervising and evaluating all activities of assigned Batting Cage personnel. Maintain and keep assigned area in the required condition. Assume responsibility of Batting Cage including planning, maintenance, scheduling and other daily operations of the facility.

Specific Responsibilities:

1. As a working manager, direct and participate in providing for the general Batting Cage maintenance activities to include general working order of all machines, check netting for needed repairs, upkeep of golf course, and paddleboats cleaned and the building area kept in order.
2. Distribute work orders according to established priorities. Schedule and supervise personnel.
3. Train personnel as required to prescribed standards.
4. Direct and participate in the enforcement of policies, rules and regulations governing the conduct of employees and patrons at the Batting Cage.
5. Maintain good public relations with customers.
6. Operate various maintenance equipment and perform associated manual labor tasks as required.
7. Responsible for the proper completion of and accuracy of all necessary daily reports.
8. Responsible for the deposit of all daily receipts.

9. Responsible to make daily concession supply list of products needed for the concession manager.
10. Responsible to let direct supervisor know of supplies (non-concession items) needed to operate the Batting Cage.
11. Coordinate Special activities or outings at the Batting Cage.
12. Perform other duties as required or assigned.

Relationships and Key Contacts:

1. Report to Recreation Program Manager
2. Has frequent contact with the Business Manager/Bookkeeper concerning accounting procedures.
3. Has moderate contact with maintenance supervisor concerning needed repairs.
4. Has moderate contact with Director of Program Services regarding future planning and Park District procedures and policies.
5. Has frequent contact with local vendors regarding supplies and services needed.
6. Has frequent contact with concession manager on products needed.
7. Has continuous contact with the general public regarding the services offered at the Batting Cage.

Desirable Education and Experience:

Required the knowledge, skill and mental development equivalent to the completion of two years of college. Equivalent level of relevant work experience is fully acceptable.

Requires two years of experience in a supervisory position.