



Live Happy.

Job Description

Job title	Manager on Duty
Reports to	Assistant General Manager, General Manager

Job purpose

The MOD is responsible for maintaining the operations of the facility in the absence of Senior Management. The MOD will be required to maintain high standards of service, assure club safety for employees and members and adhere to any set forth maintenance requirements.

Duties and responsibilities

- Follow all open/close procedures during every shift
- Adheres to the Service Standards set forth in each department
- Constantly checks the club for safety issues
- Enforces all Club rules, policies, and proper etiquette at all times
- Maintains cleanliness of Club
- Assists Members as needed
- Assists Employees as needed
- Covers floor hours as needed
- Covers lost and found
- Maintains a positive work environment
- Keeps close communication with Senior Management and Team Leaders

Qualifications

- *CPR and First Aid Certification
- *Prior Management Experience
- *Must Communicate Effectively
- *Must Be a Problem Solver
- *Must Be Highly Motivated, Self-Driven and have a Positive Attitude

Working conditions

Must be willing to work evenings and weekends as needed. Must attend meetings as requested.

Physical requirements

Must be in good physical condition as this job requires you to constantly walk throughout the club during your shift. In some situations, you may be required to assist in setting up/tearing down for Special Events or functions.

Direct reports

Will supervise all scheduled CCAC employees during MOD shift. Will report any incidents/accidents to the appropriate Manager/Senior Manager.