



Carpathia Club- Hall Manager Job Description

Job Title:	Hall Manager	Working Hours:	9AM-5PM Tuesday-Friday, and as mutually agreed
Location:	Sterling Heights, MI	Travel Required:	Very Limited
Level/Salary Range:	\$31,500 per year (Tuesday-Friday) (OT over 40 hours per week)	Position Type:	Full Time
HR Contact:	Hall President	Date Posted:	9/10/2021
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	12/31/2021
Organization website:	www.carpathiaclub.com		

Applications Accepted By:

EMAIL:

carpathiaclub@comcast.net
Subject Line: Hall Manager Position

MAIL:

Carpathia Club
38000 Utica Road
Sterling Heights, MI 48312

Job Description

OVERVIEW OF THE CARPATHIA CLUB

FROM CHOIR TO MORE

CARPATHIA CLUB IS A NOT-FOR-PROFIT CULTURAL ORGANIZATION ESTABLISHED IN 1913.

STARTED AS THE CARPATHIA CHOIR (CARPATHIA SINGING SOCIETY), THE CLUB HAS GROWN TO INCLUDE A VARIETY OF INTERESTS INCLUDING DANCE GROUPS, SOCCER, SPORTSMENS GROUP, BRASS MUSICIANS, GERMAN SCHOOL, LADIES GROUP, GROUPS FOR SENIORS - AND THE CLUB STILL HAS AN EXCELLENT CHOIR.

THE CARPATHIA CLUB ALSO HAS A ROBUST EVENT VENUE FOR WEDDINGS, SHOWERS, GRADUATION PARTIES, CORPORATE EVENTS AND MORE!

ROLE AND RESPONSIBILITIES

The Carpathia Hall Manager, is responsible for overseeing the daily operations of the Carpathia Club. The Hall Manager duties include hiring and training staff following company policies, speaking with members and guest to address concerns and solve problems.

List of major duties

1. Manage daily operations of hall
2. Meet with board and members to schedule and host cultural events
3. Meet with prospective event customers
4. Hiring and managing hall staff; staff consists of Event Manager (Thursday-Sunday), Cook, Assistant Cook, Event Staff and Bar Tenders
5. Coordinating Maintenance through Maintenance Manager, as necessary

Carpathia Club- Hall Manager

6. Ordering food, Beverage, and supplies
7. Banking deposits
8. Scheduling of all hall events and staff
9. Provide feedback to board and membership
10. Other duties as requested by President and board

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School Diploma or equivalent
Management skills

PREFERRED SKILLS

Associate Degree or equivalent
Proficient in Excel and Word
Excellent communication skills
Emotional intelligence
Knowledge of food service and event management

ADDITIONAL NOTES

Reviewed By:	Carpathia Management Team	Date:	9/15/2021
Approved By:	Rob Hanschu	Date:	9/15/2021
Last Updated By:	Rob Hanschu	Date/Time:	9/15/2021