

GRAYSON COUNTY

Part-Time G.A.T.E. Facility Manager

Grayson County is currently accepting applications for the part-time (20 hour) position of Grayson Agriculture and Technical Education (GATE) Center Facility Manager. The GATE Facility Manager is responsible for overseeing the GATE Center conference room and commercial kitchen facilities. The GATE Facility Manager will be the point of contact for all potential users of the GATE Center's conference room and commercial kitchen. Please submit your state application to the Grayson County Administrative Office, PO Box 217, Independence, VA 24348. Deadline for submitting a state application is July 9, 2021 at 5:00 p.m. **REQUIRED:** High school diploma or its equivalent and must be 18 years or older and have a valid driver's license. The position will remain open until filled. Salary – DOQ&E. Full job description can be found at www.graysoncountyva.gov under job listings.

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JOB DESCRIPTION: The primary responsibility of the GATE Facility Manager will be to coordinate commercial and non-commercial uses of the GATE Center conference room and commercial kitchen as set forth in the Facility Use Guidelines. The GATE Facility Manager will be the point of contact for any potential user of the GATE Center conference room and commercial kitchen for the purposes of scheduling, processing Facility Use Request Forms, verifying appropriateness of proposed facility uses by facility users/tenants, train users/tenants on use of the facility and its furnishing and equipment, and assist in processing all use agreements and contracts with users/tenants.

DUTIES:

- Manage access to GATE Center commercial kitchen and conference room by users/tenants
- Coordinate kitchen use schedule
- Advise commercial kitchen clients on food business resources
- Commercial kitchen upkeep including performing scheduled maintenance and securing professional cleaning services
- Train users on proper commercial equipment use and maintenance
- Train users on conference center technology
- Ensure commercial kitchen tenants have appropriate credentials and insurance to operate the kitchen
- Lead marketing of commercial kitchen to potential clients

QUALIFICATIONS:

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- Certified Food Protection Manager (ServSafe)
- Process Authority Certification
- Preference given to candidates with understanding of Food Safety Regulations administered through the Virginia Department of Health and Virginia Department of Agriculture and Consumer Services
- Flexible work schedule to meet with clients after normal business hours if necessary
- Strong organizational and interpersonal skills

EXPERIENCE & TRAINING:

- Certified Food Protection Manager and Process Authority Certification is preferred at time of hire, but not required. A successful applicant MUST obtain these two certifications within 30 days from time of hire.

REQUIRED: High school diploma or its equivalent. Must be 18 years or older & have a valid driver's license.

Pay per hour – DOQ&E.

All candidates must provide a resume' and a **completed Virginia State Application** (can access from website listed below) to: Grayson County Administration, PO Box 217, Independence, VA 24348.

Grayson County website at: www.graysongovernment.com & look under public services.

Position will be open until filled. For questions regarding the position, contact Kevin Spurlin at spurlink@vt.edu or 276-773-2491. Grayson County is an EEO/AA employer.