



We are looking for a Campus Services Supervisor at the Barry Family Campus. This is a customer service position responsible for staffing the Welcome Desk, assisting visitors at Barry Family Campus and supervising other Welcome Desk staff.

Title: Campus Services Supervisor

Reports to Operations Manager

Status: **Full time** (40 hrs/wk), nonexempt position

Pay range \$21.00 to \$22.50/hr doq

Benefits include: paid sick, vacation, holiday time, Medical, dental, vision insurances available. Paid Disability and Life Insurance as well as matching 403b contributions

Requirements:

- 1-3 years' experience in a supervisory position
- Committed to serving the guests and staff at the Barry Family Campus
- Clear and effective communication skills and attention to detail
- Experience in customer service
- Enthusiastic, energetic, and pleasant personality
- Ability to always maintain a positive and courteous attitude, even under stressful circumstances
- Organized & able to multi-task
- Ability to work independently as well as being able to collaborate effectively with colleagues to effectively problem solve
- Computer & internet literacy and ability to learn software programs quickly- Microsoft Office Suite experience a plus

AREAS OF RESPONSIBILITY:

- Scheduling campus associate staff and providing insight into hiring/firing of staff.
- Act as Backup for the General Manager and Operations Manager
- Check in guests according to security policies, answer the phone and direct calls to proper tenant staff
- Receive deliveries and notify proper campus staff of mail and packages
- Receive and sort Mail according to Campus Tenants, Assistance with mailings

- Assist patrons by being knowledgeable about campus programs and events
- Act as liaison between BFC management staff, tenant staff, Members and visitors/guests
- Keep Welcome Desk and surrounding areas neat and organized
- Assist Campus General Manager and/ or Operations Manager with tasks or projects
- Create Maintenance and Housekeeping work orders
- Attend and actively participate in weekly BFC staff meetings & All Staff Meetings
- Occasional filing, administrative and office work
- Update staff rosters, checklists, and SOPs/ Training of new employees
- Maintain relationships with staff of Campus Tenants, vendors and partners
- Update content for Campus Media Monitors, weekly or as needed
- Preparation of event programs and attend Federation and BFC events as required
- Other responsibilities as needed that may not be included here

Uphold and exemplify the Minneapolis Jewish Federation's mission/vision

Uphold and exemplify the leadership and or behavioral competencies of the organization

Exemplify customer service both internally and externally to accomplish the goals of the Campus

Please send resume and cover letter to Lisa Michalik at lmichalik@jewishminneapolis.org