



THE SOUTH ATLANTIC CENTER FOR VETERANS EDUCATION AND TRAINING, INC.

POSITION: DIRECTOR OF OPERATIONS

OPEN DATE: 1 DEC 2010

CLOSING DATE: OPEN UNTIL FILLED

FEDERAL CONTRACTOR: NO **TYPE OF BUSINESS:** NON-PROFIT

MAILING ADDRESS: P. O. BOX 5051, COLUMBUS, GEORGIA 31906

CONTACT PHONE #: 706-593-3393 **E-MAIL:** AHARRISON@GCVRET.ORG

JOB LOCATION: CUTHBERT, GEORGIA **PUBLIC TRANSPORTATION AVAILABLE?** NO

TESTING REQUIREMENTS: Drug , Alcohol, Background, Credit

MINIMUM EDUCATION: B.S. /B.A., M.A.

TEMP – TO-PERM: **Work Hours:** ON CALL, AROUND THE CLOCK

NUMBER OF OPENINGS AVAILABLE: 1

GENERAL RESPONSIBILITIES:

Responsible for the smooth functioning of the Center and all its essential functions: security, food service, maintenance operations, etc.

DUTIES AND RESPONSIBILITIES:

1. **Personnel** - Supervises Chief of Security, Night Supervisor, Food Service Officer, Supply/Maintenance Officer and Transportation Officer. Assures all know and perform their jobs.
2. **Services** - Makes sure that residents have everything they need to meet physical requirements: furniture, food, supplies, etc. Provides safe physical environment.
3. **Fiscal** - Implements budget, as ordered by Executive Director. Monitors all costs related to Operations and suggests ways to economize when necessary.
4. **Community Relations** - Provides safe grounds, entrances for residents and visitors. Makes sure Center is clean, outside and inside, at all times.
5. Complete other duties as assigned.

QUALIFICATIONS: Degree from four-year institution preferred. Wide experience in operating a hotel/restaurant/resort. Knowledgeable about ordering, inventory, internal controls. Cost-conscious. Strong trouble-shooting skills. Able to supervise large staff. **Veteran preferred**