

## OPERATIONS LEADER JOB DESCRIPTION

**Qualifications:** He or she is a high school graduate or equivalent and has a four-year degree or similar experience; an accounting and finance degree is preferred.

### Objective

The Operations Leader models effective facility leadership; possesses proficient managerial and organizational skills for working with issues related to the facility, human resources (HR), and bookkeeping; and coaches and mentors the staff and student body to be operationally conscious. The Operations Leader must have the ability and availability to work irregular or extended hours including nights, weekends, and holidays, as needed, and to always be on call and ready to assist at all times.

### Operations Leader — Essential Functions

- ① The Operations Leader coordinates the essential maintenance and operational activities necessary for the efficient maintenance of the school facility.
- ② He or she assists in the preparation and analysis of the school's operating budget.
- ③ He or she serves as the primary point of contact for issues related to payroll processing.
- ④ He or she uses computer and software to complete necessary tasks.
- ⑤ He or she conducts routine and periodic inspections of school facilities for the purpose of inspecting that they are in a condition of excellence to enable full educational use of the facilities at all times.
- ⑥ He or she facilitates the ordering of facility cleaning and maintenance supplies. To maintain a clean and orderly facility, he or she always keeps cleaning and maintenance items (e.g., light bulbs) in stock.
- ⑦ He or she facilitates the office supply orders for the facility (paper, pens, bulletin boards, markers, etc.).
- ⑧ He or she schedules trainings, facilitates the arrangement of travel accommodations, and identifies the cost of training for all team members, guest artists, etc.
- ⑨ He or she inspects for the proper signage around the school.
- ⑩ He or she oversees all cleaning, upkeep, maintenance, and repairs of the facility according to the Maintenance Log Book. The staff is required to record any and all "Eye of the Tiger" needs in the Maintenance Log Book, which assists the Operations Leader in assessing the needs of the facility.
- ⑪ He or she regularly tours the facility to inspect cleanliness, repairs, paint, equipment, furniture, plumbing, and lighting fixtures. The Operations Leader observes the facility and notes any additional needs that have not been addressed in the Maintenance Log Book.
- ⑫ He or she reviews any challenges in maintaining a clean facility and the performance of the cleaning staff in cleaning to standard on an as-needed basis.
- ⑬ He or she has an in-depth understanding of the school's Campus Safety and Security Policy and Fire Safety Report and may be called upon to present and review this policy with some or all Future Professionals and staff.
- ⑭ He or she maintains the school's evacuation plan and may be called upon to present and review this policy with some or all Future Professionals and staff.
- ⑮ He or she maintains and understands the school's information technology (IT) needs. He or she manages the following and is the main contact for all IT services, including but not limited to:
  - a. E-mail accounts
  - b. Access to The HUB
  - c. Computer hardware and software needs
  - d. Time clocks
  - e. Security cameras
  - f. Alarm systems

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- 16 He or she attends Huddle, monthly Town Hall, and staff training.

\*\*Work is performed in an indoor environment and requires frequent sitting, standing, bending, walking, repetitive motion, and vision to monitor.\*\*

\*\*He or she travels domestically for recruitment and professional development.\*\*

\*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.\*\*

Duties include but are not limited to:

### Facility Supervisor

The Operations Leader directs the essential maintenance and operational activities necessary for the efficient running of the school facility.

- 1 The Operations Leader works with the building's landlord to maintain the facility in accordance with lease requirements.
- 2 He or she is familiar with the school's insurance coverage and is the main contact for insurance-related matters.
- 3 He or she is familiar with the functioning and locations of fuse boxes, fire extinguishers, heating and air conditioning systems, audiovisual equipment, telephones, and trash pickup. He or she knows what to do and who to contact in case of an emergency and how to properly run all equipment located in the facility.
- 4 He or she researches reasonable bids for facility repairs and completes any necessary repairs immediately. He or she always receives more than one bid for a job and obtains approval from the School Owner or School Director prior to approving the work.
- 5 He or she inspects that all business and state licenses are current, properly displayed, and renewed when necessary.
- 6 He or she is responsible for emergency preparedness in the school and is first-aid trained and CPR certified.

### Supply and Purchase Coordinator

The Operations Leader coordinates the ordering process to support financial responsibility in the school.

- 1 The Operations Leader approves all Purchase Order Forms. (The staff must complete the Purchase Order Form prior to any purchases.) He or she reports all purchase orders to the School Owner or School Director. The Operations Leader may approve purchase orders up to the amount of \$1,000; the School Owner or School Director must approve any amount that exceeds \$1,000. (*Approval amounts may vary by location.*)
- 2 He or she coordinates the schedule of placing and receiving orders.

### Inventory Manager

The Operations Leader oversees the school's entire inventory to inspect that procedures are followed properly and in a timely fashion.

- 1 The Operations Leader knows how to utilize the Millennium program in managing inventory.

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- ② He or she inspects and spot-checks the regular cycle counts of inventory, including office supplies, student kits, back bar, Take Home, etc.
- ③ He or she analyzes the inventory adjustments and researches and reconciles any inventory discrepancies.
- ④ He or she provides initial and ongoing training for inventory control to educate the staff and student body about waste and proper inventory usage.

### Accounting and Finance

The Operations Leader maintains the budget and bookkeeping records.

- ① The Operations Leader determines the weekly budget and reviews the accounts. He or she reviews **all** budgets (school, departments, inventory, etc.) with the School Owner and/or School Director and assesses the budget adjustments.
- ② He or she prepares the school's daily deposits, reconciles service desk deposits with Millennium, and reconciles tuition deposits with the appropriate system (i.e., Freedom, QuickBooks, Millennium, etc.).
- ③ He or she maintains the school's fixed asset list.
- ④ He or she prepares the checks for the School Owner's and/or School Director's signature to pay bills, and oversees the bookkeeper. He or she processes student refunds/disbursements and enters them into the school's accounting system. The Operations Leader should **not** be a signer on the bank account.
- ⑤ He or she works with the school's accountant to clear up any discrepancies found on any account reconciliations (e.g., federal funds account, operating account, student ledger, etc.).

### Human Relations Specialist

The Operations Leader coordinates the necessary human resource functions in the school.

- ① The Operations Leader is the contact for the payroll company including but not limited to: health care premiums, retirement accounts, and tax deductions.
- ② He or she reviews and submits time and other information for payroll and inspects that all overtime has been approved.
- ③ He or she manages all of the school's human resource functions, including but not limited to:
  - a. Background checks
  - b. Drug tests
  - c. Offer letters
  - d. Personnel files — File Requirements for All Employee Personnel Files
  - e. Employee handbook updates and signatures
  - f. Hiring and firing
  - g. Insurance

### Community Member

The Operations Leader is a happy and professional community member who performs the mission of Paul Mitchell Schools.

- ① He or she attends Huddle, management meeting, staff training, Town Hall, FUNraising, Free Hugs/Community Love, Caper, Style Extravaganza, graduation, and celebrations to sustain the school culture.
- ② He or she may be asked to perform other tasks as needed that do not appear on the job description.