



## Stadium Operations Assistant

**Start Date:** February 2020  
**Status:** Full-Time  
**Salary:** Based on Experience

**Submit Résumé to:** [pargueta@southbendcubs.com](mailto:pargueta@southbendcubs.com)

**Club Contact:**

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**JOB DESCRIPTION:** The South Bend Cubs are looking for a self-motivated and hard-working individual interested in maintaining Four Winds Field, a first-class facility, through Stadium Operations. Under the direction of the Assistant General Manager in Operations, the Stadium Operations Assistant will manage Custodial Services which consists of roughly 8 morning members and 10 game time members. This is the most imperative aspect of the position. Four Winds Field was voted Best Ballpark by Baseball Digest thanks in large part to the cleanliness and look of the stadium. It will be the Stadium Operations Assistant's responsibility to maintain and improve upon this Gold Standard of cleanliness. Additionally, the candidate will aid in preparing the stadium for games as well as non-game day events, order and receive cleaning supplies, receive shipments, help with general maintenance of the stadium, and help the grounds and event crew when needed.

**Responsibilities:**

- Hire, schedule and manage the Custodial Services staff
- Budget for and keep track of labor hours
- Help with preparation of stadium for all events. Assist other departments with implementation of game-day elements and game-day logistics.
- Assist with day-to-day Stadium Operations: reception of stadium supplies, quality control of cleaning and maintenance, light maintenance duties, landscaping duties as needed.
- Game-day inspections of facility to ensure a superior fan experience.
- Supervise cleaning crew to ensure job is completed to Keys standards.
- Assist in tracking and completion of maintenance and improvement projects.
- Assist with inventory of stadium capital, stadium supplies, cleaning products and supplies, and stored goods.
- Assist with upkeep and service agreements of HVAC, plumbing, electric, security system, elevators, scoreboard, videoboard, sound system, irrigation system, and trash removal.
- All other duties as assigned by the General Manager and Director of Stadium Operations.

**Required Qualifications:**

- Attention to detail
- Ability to manage people
- High level of integrity
- Strong negotiating skills
- Ability to handle multiple tasks and prioritize goals
- Excellent communication skills, both oral and written
- Technically proficient with MS Office (Word, Excel, and Access)
- Strong analytical skills
- Strong team work skills
- Ability to work independently and self-motivate
- Strong time management and organizational skills
- Ability to work in a fast-paced environment
- Ability to work all 70 home games
- Ability to work flexible hours, including evenings, weekend, and holidays
- Ability to lift 75 lbs.