

Dunn's Corners Fire District

Job Description: Grange Manager

1. Accept and process requests for Grange reservations through phone and web site inquiries.
2. Provide excellent customer service to Grange renters and prospective renters, using good communications to promptly answer questions and resolve issues.
3. Arrange convenient access to the Grange hall for renters, while maintaining an appropriate level of security.
4. Periodically inspect the Grange facilities and report any maintenance needs to the Operating Committee.
5. Periodically report to the Operating Committee on Grange operations and issues.
6. Coordinate with the Grange Assistant Manager to divide responsibilities and provide backup coverage.