**Doc C: GEICO Building Manager Duties:**

* Act as Team Lead (see Team Lead Duties **-** Attachment B)
* Oversee assignment of duties for other employees
* Schedule employees and post on T-Sheets
* Use ACS portal (room by room)
* Complete daily audit reports for GEICO
* Upload pictures as needed
  + Damages
  + Biohazards
  + Accidents
* Act as communication liaison between GEICO management and ACS Office Management and ACS employees and ACS Office
* Train
  + New employees onsite
  + On-going training/continuous training of employees
  + Equipment maintenance and repairs
  + New projects
* Supervise equipment maintenance
  + Create, implement, and maintain equipment maintenance schedule
* Transport laundry to and from the work site
* Perform the cleaning of restricted areas
* Report to ACS office management
  + Supply needs
  + Equipment repair/replacement needs
  + Damage incidents
  + New equipment requests
  + Disciplinary issues
* Handle basic disciplinary actions and send notes to office for employee file
  + Tardies
  + Late call-offs
  + Excessive breaks
  + Performance quality issues
* Participate in management meetings with the ACS office and/or GEICO management
* Approve or deny time off requests
* Train employees on new procedures as need arises.

**NOTE: Assistant Building Manager is also responsible for the above duties whether the Building Manager is present or not. They are to assist in any way possible. This means they are to be sure they are adequately trained to perform or delegate any task. They are to still take ultimate direction from the manager when the manager is on duty.**