

**EMPLOYMENT OPPORTUNITY  
U.S. EMBASSY RECREATION ASSOCIATION  
AMERICAN EMBASSY, RIYADH**

**JOB TITLE:**                    **USERA GENERAL MANAGER**

**HOURS:**                         Full-Time 40 hours per week with overtime as necessary including evenings and weekends.

**SALARY:**                        Hourly wage based on qualifications. U.S. taxes will be deducted if applicable.

The United States Embassy Recreation Association (USERA) is seeking a qualified **U.S. citizen** for the position of **General Manager** reporting to the Board of Directors of USERA, Riyadh. This contract is for one year. The successful applicant will oversee all the daily operations of the of the entire USERA operation. The following is a summary of the basic duties, responsibilities and qualifications required for the position.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Supervise and exercise day to day management of all USERA activities, including but not limited to: Cafeteria, Tea Room, Video Library, Gift Shop, Uncle Sam's, TDY Apartments, Pre-School/Day Care Center, Recreation Annex, Member Activities, Television Service, Internet, and Special Events. Supervise cafeteria chef, office staff, and other USERA staff.
- Plan, organize, advertise and implement special events such as theme parties as required.
- Plan brunches and other catered events coordinating with outside vendors as required.
- In the conduct of all USERA activities, ensure compliance with State Department regulations and sound management practices as outlined in guidance provided by The Department of State's Office of Commissary and Recreation Affairs.
- Ensure the association has up to date insurance policies and that bonding requirements are met.
- Oversee the work of the accounting team. Review monthly financials with the accountant. Ensure the Board has full and accurate reports of income and expenditure. Make recommendations to the Board on budgeting, purchases and profitability.
- Maintain sound internal controls to deter employee and customer theft, track inventory and funds, and provide safeguards for all the association's assets.
- Interview applicants for openings and make hiring suggestions to the board.
- Report to the USERA Board of Directors, providing input to the Secretary on agenda items for Board Meetings.
- Propose changes in staffing, program administration, policies, services or activities for the Board's approval.
- Perform spot checks of inventory and identify any deficiencies in day to day running.
- Prepare contracts and ensure they are updated as required. Sign time sheets and prepare leave schedules ensuring adequate staffing at all times. Prepare work schedules to cover office hours and evening / weekend events.

- In coordination with the Board of Directors, plan for and administer the set-aside of funds for Community Liaison Office (CLO) activities, and coordinate/collaborate with CLO on selected activities.

### **RESPONSIBILITIES INCLUDE:**

- Cooperating with the Board of Directors, working with the appointed committees, advising management, furthering the plans and goals of the association, and implementing policies and operating procedures of the Board of Directors.
- Administering association general business; forecasting association fiscal, personnel and plant needs; budgeting for operations; and interacting with the membership.
- Ensure compliance with Department of State guidelines and regulations and ensure USERA has up-to-date insurance policies and that bonding requirements are met. Perform spot checks of inventory and identify any deficiencies in day-to-day running.
- Attending meetings of the Board of Directors and offering professional opinion on matters under discussion, making suggestions or recommendations for changes in the Board's policy within her/his scope of operations.
- Consulting with the Board when it is contemplating changes in policy that may affect any or all of the operations, suggesting or recommending changes, and directing the implementation of such changes.
- Hiring personnel, making work assignments, reviewing the hiring selections of the other department heads, and discharging employees when the need arises.
- Delegating authority to the various department heads, training them in effective management techniques, and making the necessary personnel or task changes or the successful and efficient operation of the association.
- Resolving interdepartmental disputes and implementing the policies concerning employer-employee relations.
- Writing directives; preparing manuals; planning work schedules; and defining the rules, regulations, and day-to-day policies for the association employees.
- Directing the finances of the association and initiating the methods and procedures that will result in the financial position desired by the Board of Directors.
- Maintaining the standards and quality of the merchandise, services, facilities, and employee customer relations.
- Developing a sound internal control system to deter employee and customer theft, track inventory and funds, and to provide overall safeguards of all of the association assets.

### **GENERAL MANAGER IS RESPONSIBLE FOR ASSURING THAT:**

- Nonscheduled or unannounced cash counts of all petty cash and fund accounts are being conducted at least once per month by the Board Treasurer or other designated person, who does not have daily access to the funds, and irregularities and variances are noted. There should also be a periodic updating of the signatures of the fund holders.

- All financial statements and reports are prepared and submitted on time and the information contained therein has been verified as correct.
- A budget has been prepared and submitted to the Board of Directors for approval and all efforts are being made to operate within its limits, all variances are noted and verified.
- An independent audit is being performed at least once per year, attempts to comply with the recommendations are being instituted and a copy of the report and compliance measures is forwarded to A/OPR/CR.
- Non-expendable equipment is inventoried at least annually. A schedule for physical inventories has been established and adhered to for all expendable equipment, supplies, and merchandise. In addition, an inventory control system has been installed and is operating in the proper manner, with periodic spot checks being conducted for accuracy and compliance.
- Monthly, or more frequent, inspections should be held with both post and association personnel to review personnel problems and to discuss association problems and solutions.
- A periodic review of the membership list is conducted with special emphasis on the validity of all members.
- The food service operation is periodically reviewed to ensure that portion control, cleanliness, employee health, and sanitation procedures are followed.
- A register is maintained on the sale of luxury items (such as tobacco, perfume, liquor products, or other goods subject to black marketing/pilferage) and these same items are monitored for unusually large or frequent purchases.
- The association is in compliance with its own procurement policy and good standard procurement procedures.

**GOOD PROCUREMENT PROCEDURES REQUIRE THE FOLLOWING:**

- The manager does not exceed the Board's pre-determined dollar limit authorization for purchases.
- Procurement decisions are not made by individuals who are responsible for receiving, using, or paying for merchandise.
- The receiving function is not performed by persons having access to stock or financial records.
- Competitive bids are sought for merchandise and services whenever possible to assure the best products at the best price.
- Contracts with written specifications, delivery and payment instructions, and default clauses are used to the greatest extent possible.
- Merchandise is counted and examined upon receipt to verify quantity and quality.
- A system of vouchers is instituted to take advantage of discounts for prompt payment and to avoid delinquency and late charges.
- The community's preferences and needs are considered in all procurement decisions.

- Sales and delivery records are examined regularly to prevent shortages because of lengthy delivery periods.
- American products are purchased for use and resale whenever feasible, in accordance with 6 FAM 500.

### **DESIRED QUALIFICATIONS**

- Must be able to work effectively with a wide variety of individuals including Board members, Association Members, subcontractors and employees.
- Must possess good organizational skills.
- Must be flexible, pleasant and enjoy working with people.
- Minimum 5 years experience of supervising multiple cost centers
- Minimum 5 years supervisory experience of 20 or more employees
- Minimum 5 years experience in Food Sanitation & Handling procedures
- Bachelors Degree in Business Administration or other applicable degree
- Must be a U.S. Citizen

### **APPLICATION PROCEDURE:**

- Applicants should submit a current resume with cover letter and any supporting documentation to the USERA office by close of business Wednesday, 16 May 2012. Applicant may also submit resume with cover letter to [useraevents@yahoo.com](mailto:useraevents@yahoo.com)