

University Apartments South Residents' Association (UASRA)

Sawtelle Community Center Maintenance Coordinator

PURPOSE

The purpose of the Sawtelle Community Center Maintenance Coordinator (SCCM) is to maintain and grant access to the Sawtelle Community Center for reserved events. The position aims to maintain the condition of the Community Center.

DESCRIPTION

The Sawtelle Community Center Maintenance Coordinator is an appointed officer in the UASRA. He/she is under the jurisdiction of the Community Center Maintenance Coordinator.

ELIGIBILITY

Any registered tenant (18 years and older) of University Apartments/South.

RESPONSIBILITIES

A. Meetings

1. The Sawtelle Community Center Maintenance Coordinator is required to attend monthly General Assembly meetings. It is at the meeting that Sawtelle Community Center Maintenance Coordinator has an opportunity to report any information regarding their duties or reminders to the General Assembly.
2. If unable to attend a meeting, the Sawtelle Community Center Maintenance Coordinator should notify the President and Community Center Coordinator 48 hours in advance, unless it is an emergency, in which case notice should be given as soon as practicable under the circumstances. The fine for not attending a meeting without proper notification is \$40 per meeting. If more than two meetings are missed, with proper notification for an excusable reason, a \$20 fine will be issued per additional missed meeting. Three tardies will count as one absence. A tardy is defined as being 10 minutes late or more or leaving a meeting 10 minutes or more prior to the end of the meeting.
3. If Sawtelle Community Center Maintenance Coordinator decides to resign, he or she must provide a written notice to the Community Center Coordinator at least 30 days before resignation.

B. Lock, Key, and Inspection Responsibilities

1. The Sawtelle Community Center Maintenance Coordinator will unlock the Community Center for one-time scheduled events. The Sawtelle Community Center Maintenance Coordinator must be sure open for the door for the onetime event. The fine for failing to open the door for each scheduled event is \$20.
2. The Sawtelle Community Center Maintenance Coordinator will lock the Community Center at the end of the one-time scheduled event. The fine for failing to lock the door for each scheduled event is \$20.
3. The Sawtelle Community Center Maintenance Coordinator must inspect the room after events to determine whether cleaning is needed. Residents who reserve the room are to leave the room in good condition and follow the agreement as described in their contract. If the coordinator fails to check after an event and cleaning is needed, the deposit cannot be retained and the Sawtelle Community Center Maintenance Coordinator is responsible for cleaning the room.
4. It is not his/her responsibility to assist in case of lock-out situations. It will be up to the Sawtelle Community Center Maintenance Coordinator's discretion and /or availability to assist with unlocking.
5. If the Sawtelle Community Center Maintenance Coordinator is unable to work at an event (lock, unlock, and inspect the room), the Sawtelle Community Center Maintenance

Coordinator is responsible for finding a substitute to fulfill his/her responsibilities and notifying him/her of all of the procedures and deadlines for working the event. The Sawtelle Community Center Maintenance Coordinator will pay the Substitute \$20.00 per event. Advance notice of at least a 3 business days must be given the Community Center Coordinator in this situation and the Community Center coordinator must approve this. The fine for failing to find a Substitute is \$50 per event.

6. The Community Center and Sepulveda Resource Room will not be available to reservations from residents during the Thanksgiving weekend and the last 2 weeks in December.

#### C. Deposit Procedures

1. The Sawtelle Community Center Maintenance Coordinator will assess the Community Center after each event to determine if the resident who reserved the room met the requirements of the contract (See UASRA Community Center Contract). The Sawtelle Community Center Maintenance Coordinator must inform the Community Center Coordinator if there have been any violations of the contract, as well as of cancellations and lock-out situations.

#### D. Checklists.

1. The Sawtelle Community Center Maintenance Coordinator must follow the steps in the Community Center Checklist for each event. The Sawtelle Community Center Maintenance Coordinator must fill out and sign off on the checklist for each event. At the end of each week, the Sawtelle Community Center Maintenance Coordinator must submit the checklists to the Community Center Coordinator. The fine for failing to submit checklists on time is \$40.
2. The Sawtelle Community Center Maintenance Coordinator must post a check-list of cleaning responsibilities inside the Community Center, which outlines reasons for why a deposit would be retained.

#### E. Community Center Walk-Through and Cleaning

1. The Sawtelle Community Center Maintenance Coordinator must walk through the Community Center once per week (Monday-Friday) and clean the Community Center. The fine for failing to clean once a week is \$30.
2. Notify Maintenance when cleaning supplies are low or maintenance is required.

#### F. General Events

1. The Sawtelle Community Center Maintenance Coordinator is required to assist with a minimum of one UASRA General Events. Assistance will officially be described as:
  - a. Assistance that was solicited in advance by the Event Coordinator.
  - b. Performing tasks specified by the Event Coordinator.
  - c. Being present for the entire event, including set up and clean up unless otherwise directed by the Event Coordinator.
2. If the Sawtelle Community Center Maintenance Coordinator is unable to assist with the event he/she signed up for, it is his/her responsibility to switch with another UASRA officer or find a replacement.
3. The fine for failing to adequately meet the requirements of helping with the event the he/she has signed up for is \$40.

#### STIPEND

The Sawtelle Maintenance Coordinator is to be paid his or her stipend monthly.

Let it be understood that due to the nature of the Residents' Association, some issues may arise requiring attention that will not fall under any specific office. In such event, you may be asked to perform other duties only as designated by the General Assembly.

I have read, understood and accepted the UASRA Sawtelle Community Center Maintenance Coordinator

Name: \_\_\_\_\_

If nonstudent, Name and student ID of Spouse: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Complex: \_\_\_\_\_

\*By-laws subject to change with General Assembly approval