

POSITION X2021

Center Supervisor

LOCATION

The Clays at Lone Oaks Farm, 10000 Lake Hardeman Rd, Middleton, TN 38052, University of Tennessee Institute of Agriculture

EFFECTIVE DATE

July 15, 2020

SALARY AND BENEFITS

Salary is commensurate with training and experience. Benefits include group hospitalization and life insurance, State Employees Retirement; Workers' Compensation; sick and annual leave; numerous University of Tennessee and state benefits programs, including liberal time off for holidays and longevity pay after three years of service; reimbursement for official travel.

Duties/Responsibilities:

The Center Supervisor will oversee all aspects of management and operation of The Clays shooting center at Lone Oaks Farm. This position is responsible to Lone Oaks Farm Director. This is a full-time exempt position.

Duties include:

- Ensure the facility is opened, closed and staffed according to schedule.
- Ensure strict adherence to Standard Operating Procedures (SOP) for center at all times, and edit/update SOP manual as necessary.
- Adhere to company policies at all times.
- Promote and coordinate public and private events, and maintain calendar of upcoming events.
- Operate Center POS software and train staff on operation as well as run end of day POS reports and submit to accounting coordinator.
- Sell memberships and retail inventory.
- Stock and count inventory.
- Submit requests for special orders.
- Perform end of day secured inventory shelving.
- Perform all computer functions as assigned by Director.
- Maintain productive relationships with established customers.
- Attend training as required by Director and Scholastic Clay Target Program or other such programs.
- Must be willing to work weekends.
- Maintain a well groomed, professional appearance at all times.
- Hire, train supervise and schedule part time employees for daily operation to include adjusting work schedules to insure adequate staffing depending on anticipated needs.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 McRose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

- Assume or reassign the role of any staff absent and/or unable to perform job functions.
- Communicate in a professional and courteous manner with everyone.
- Keep Center sanitary and neat.
- Supervise and maintain equipment to include training and planning for future expansion.
- On call 24/7 for emergencies with regard to Center operation.
- Coordinate events and landscape maintenance with other staff at Lone Oaks Farm.

QUALIFICATIONS

Minimum/Required Qualifications (include education experience, skills and abilities, licenses & certificates):

- Must pass criminal background check.
- High School Diploma or equivalent.
- Management and logistics experience.
- Proficient working knowledge of safety, range operations and range SOP's.
- Ability to multi task and prioritize responsibilities.
- Proficient with office technology.
- Must have excellent analytical, organizational, verbal, written and communication skills.
- Ability to deliver and carry out directives efficiently.
- Must be hands on to be able to perform equipment maintenance and repairs.
- Must be able to work weekends and flexible hours.

Preferred/Desired Qualifications:

- Extensive knowledge of firearms operations.
- Retail and Public Relations experience.
- Highly self-motivated/able to work without direction.
- Naturally friendly and positive daily attitude.
- Excellent communication skills.
- Customer service driven with great leadership skills.
- Desire to learn new skills and accept responsibility.

TO APPLY:

Please apply online by clicking this link: [External Applicants](#) [Internal Applicants](#)

Web Sites: <https://www.loneoaksfarm.com/> <https://utextension.tennessee.edu/>

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 McRose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.