

## **Hindu Society of Central Florida Temple Manager**

Hindu Society of Central Florida (HSCF), Orlando, FL is seeking applications from qualified candidates for a full-time Temple Manager position.

The Manager shall provide leadership, manage staff, and oversee day-to-day temple operations and perform daily hands-on operational duties. The Manager shall work closely with all HSCF constituents – devotees, priests, staff, volunteers, neighbors, and management; and ensure smooth functioning of religious, human services, cultural, youth & education, and other temple events.

Candidates with strong managerial experience, including reporting, people skills, excellent customer service record, fund raising experience, and a passion to work in a temple environment are encouraged to apply.

### **Major Areas of Responsibility:**

- Manage front desk administrative staff and maintenance personnel; verify time and attendance, monitor performance, perform staff evaluations, and report to management on disciplinary needs and actions.
- Manage front desk operations and all related needs.
- Coordinate and manage devotee services – including religious/Pooja bookings, events and facility bookings, weddings, Mahaprasadam bookings.
- Schedule Priest duties (in and outside temple) and ensure timely and satisfactory performance of Poojas, rituals, and other devotee services, track outside activities, monitor performance, and report to management on disciplinary needs and actions.
- Implement strong cost controls on temple general and religious inventory and procurement of supplies (food, religious items, maintenance, etc.).
- Monitor and maintain clean HSCF premises, including the temple hall, event halls, administrative buildings, parking lots, and landscaping; maintain state of good repair of all HSCF facilities and equipment.
- Work and coordinate with management and relevant parties to provide a safe and secure temple environment for HSCF constituents.
- Ensure compliance with temple operating conditions, including the city/county conditional use permit/regulations.
- Ensure proper operational timings, neighborly relations and communications, and event permitting/traffic/security.
- Increase membership of devotees.
- Track and Reach Out to devotees to fulfill pledges.

- Increase revenue from hall/auditorium.
- Maintain the temple customs and traditions, including that no non-vegetarian food and alcohol are allowed on temple grounds.
- Maintain excellent interpersonal skills to interact cordially with devotees, priests, and other coworkers.
- Be able to create a welcoming atmosphere for the devotees.
- Maintain Hindu culture awareness. Assure that Hindu religious customs are followed on temple property, e.g. no meat or alcohol on property.
- Computer skills required, including MS Office and other needed applications.
- Budget and Expense tracking.
- Flexible availability during temple operational hours; currently Monday – Friday, 8:30 a.m. to Noon, 5 p.m. to 9 p.m. and Saturday – Sunday 7:30 a.m. to 8:30 p.m.; 30 hour work week anticipated during most weeks. Example: Tue – Fri 8:30 a.m. to Noon; and Sat – Sun 8:30 a.m. to 5:30 p.m. within temple operational hours during most weeks. Will work with management to determine work schedule based on temple needs and events.
- Compliance with government regulations.

**Skills/Qualifications:**

- Office management experience
- Supervision
- Computer Skills, including MS Office and Time & Attendance system
- Budget & Expense reporting
- Knowledge/Awareness of Hindu culture