

Job Description of Shri Durga Dutt Kandpal

As Administrator of the Hindu Community Center (HCC) premises, you will have overall responsibility for maintenance, security, cleanliness, and upkeep of the HCC premises. You will work closely with HCC Executive Committee and the Board of Trustees. Your responsibilities will include, but not be limited to the following:

1. In absence of Mauniji, perform all duties assigned to him, including performing HCC sponsored Poojas, daily Aartis and upkeep of Devasthan. You will also help Mauniji on main religious functions on as needed basis. Perform outside Pujas as directed by Mauniji and as needed.
2. Ensure the HCC premises are maintained in a safe, clean and orderly condition at all times. To accomplish it, you will assign tasks and supervise the performance of Cleaning and maintenance crews.
3. Coordinate with the Executive Committee for getting Volunteers on as needed basis to organize and maintain the storage areas and various rooms located on both floors. The areas will include the storage areas, kitchen and the kitchen Pots & Pans storage Room, Cold storage, Dining area, Audio/Video Room, auditorium stage and the attached rooms, etc.
4. Ensure that necessary supplies for kitchen and for serving dinner, bathroom cleaning, trash bags, etc. are always available. Coordinate with Rameshbhai for kitchen cooking supplies. You will work with HCC management to have the supplies replenished in a timely manner.
5. Ensure that all Heating & Ventilating systems, lighting, security, water supply, Cold Storage, and other temple equipment operate and function in a proper manner. All HCC buildings, including Priest residences, roofs, lawns, driving/parking & walking areas are free of any damage and are safe for all residents and visitors. Ensure HCC facilities are kept free of insects/pests, etc. by coordinating with HCC management for having periodical services for spraying, as needed. All deficiencies must be brought to the attention of HCC management as soon as discovered and repairs must be coordinated promptly.
6. Ensure that Kitchen, including Refrigerators, Cold Storage, gas lines and other appliances, storage of food, including all accessories and other areas are maintained in good clean and organized condition in accordance with the City/County Health & Sanitation guidelines.
7. Efforts must be made to conserve energy, Air Conditioned areas must be set at correct temperatures for different times and lights and fans should stay on only when needed.
8. Report all accidents, fire and other security issues to the Executive Committee and Board of Trustees as soon as possible. Call 911 for major issues.

9. Maintain necessary registers to account for issuing and receiving HCC property, including table, chairs, Pots & Pan or other temple articles, library books, etc. Collect rental charges as directed by HCC management.
10. Receive calls for reservation of the HCC facilities for social and religious functions. Maintain a register for bookings, have the necessary forms filled out, and collect deposit for rental of areas, cleaning, and use of Audio/Video facilities. Inspect the premises and equipment on return and adjust the deposits. Work closely with Mauniji and Rameshbhai and HCC management, as needed.
11. Maintain accounts for catering of food on HCC sponsored and private events at or outside HCC premises. This will include managing sale of sweets & snacks at the First Floor hall/Library/ Dining area on various events.
12. Money received from rental of HCC halls, sale of food and from all other sources in the form of cash or checks shall be immediately recorded in the Donation Register with donor's name and date. Maintain the Donation Register and work with the Trustee Treasurer to ensure accounting of all receivables and expenses made by cash. Manage petty cash expenses and their accounting as directed by the Trustee Treasurer. Co-sign the Donation Register when the amount is collected from the Donation boxes by Trustee Treasurer or his designated HCC member, when requested.
13. Provide accounting of Cash expenses to the Trustee Treasurer at least on a monthly basis.
14. Help Rameshbhai in cooking for HCC sponsored events when cooking is for more than 60 people on as needed basis.
15. Perform other HCC related activities as assigned by HCC management from time to time.

I, Durga Dutt Kandpal have read and understood the above duties. My duties have also been explained to me in Hindi. I agree to discharge them to the full satisfaction of HCC management.

Signed: _____
Durga Dutt Kandpal

Signed: _____
Kantibhai Patel
Chairman, HCC Board of Trustees

Date: _____

Signed: _____
Hitesh (Happy) Patel
President, HCC Executive Committee