

JOB DESCRIPTION

Company: FIELD TIME TARGET & TRAINING, LLC / FT3 TACTICAL

Position: Assistant Range Manager

Location: 8230 Electric Ave. Stanton CA

Reports to: Range Manager

Job Duties: The Assistant Range Manager is responsible for the overall safety and operation of the shooting range. The Assistant Range Manager works directly under the supervision of the Range Manager. The Assistant Range Manager acts as the Range Manager in their absence. The Assistant Range Manager supervises Range Safety Officers (RSO) and Front Counter Staff (FCS) employees during their designated shifts.

Asst. Range Manager's general responsibilities include, but are not limited to:

- The daily operations of the RSO / FCS staff during their designated shift
- Ensure all safety and policy rules are adhered to by staff
- Handle routine customer complaints / requests
- Promote the selling of range products, ammunition and retail items
- Complete detailed and complex written reports when applicable
- Conduct mentoring, training and monitor performance of RSO / FCS staff
- Report issues, incidents or concerns to the Range Manager in a timely manner
- Complete projects or assignments given by the Range Manager

Asst. Range Manager must be able to perform the following, but not limited to:

- Ability to legally possess and safely handle firearms
- Operate a computer and cash register
- Stand, sit, bend, reach and kneel for extended time / Be exposed to loud sounds
- Have the ability to lift and carry up to 60lbs
- Communicate clearly, both orally and in writing
- Obtain CPR, AED and First Aid certificates
- Respond to immediate threats, injuries and / or incidents that occur on the range
- Be able to work days, nights, weekends, holidays and off-site special events
- Exercise sound judgement and good decision making

The Assistant Range Manager is a position of increased responsibility and requires the ability to multi-task, communicate clearly and concisely, be very organized and delegate when appropriate.