

Scott Durant

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Professional Summary

Respected and proven leader with 10+ years working with various types of people in a variety of types of facilities. Team player with the ability to develop a positive relationship with clients and employees.

Skills

- Work well with others as a team
- Tolerant and flexible to different situations that may arise
- Have patience to coach others.

Experience

Business Services Manager

Jun 2010-Feb 2016

Servicemaster

Saint Cloud, MN

- Plan and prepare employee work schedules.
- Inspect work performed to ensure that it meets specifications and established standards.
- Perform or assist with cleaning duties as necessary.
- Confer with staff to resolve performance and personnel problems, and to discuss company policies.
- Investigate complaints about service and equipment, and take corrective action.
- Maintain required records of work hours, budgets, payrolls, and other information.
- Check and maintain equipment to ensure that it is in working order.
- Instruct staff in work policies and procedures, and the use and maintenance of equipment.
- Recommend changes that could improve service and increase operational efficiency.
- Screen job applicants, and hire new employees.
- Meet with clients in person
- Evaluate employee performance and recommend personnel actions such as promotions, transfers, and dismissals.

Assistant Arena Manager

Sep 2000-Mar 2009

Whitebirch, inc.

Breezy Point, MN

- Supervise and coordinate the work activities of personnel, such as training staff members and assigning work duties.
- Schedule and perform maintenance of facilities.

- Greet visitors to the facilities.
- Schedule the use of facilities.
- Stock and sell products in the gift/equipment shop.
- Ensure all money was brought to safe or given to security guard.
- Ensure the safety of children while using and staying overnight at the facility.
- Lead the clean-up crew after events.

Education

*High School Diploma
Crosby-Ironton School District*

*May 1991
Crosby, MN*