



UPLANDS  
NATION  
Office description for

## RENTAL MANAGER (UTHYRINGSANSVARIG)

<i>Electing body:</i> The board	<i>Time of election:</i> When necessary	<i>Term of office:</i> One semester
<i>Special rules regarding eligibility:</i> Electable are all who are members of the Kuratorskonvent's member nations		<i>Payment:</i> Wages according to agreement
<i>Area of work:</i> Responsible for the nation's rentals in the area of dinners, clubs and activities of that kind	<i>Number of officeholders:</i>	
<i>Position in the organization:</i>  Subordinate to the third curator		
<i>Cooperative relations:</i>  Second curator – planning and accounting Third curator – purchases		
<i>The office holder is obliged:</i>  <u>to</u> before their semester in office plan the same with the second curator, the third curator and the kitchen master; <u>to</u> , together with the third curator and the kitchen master, be responsible for price setting, salaries, attendance fees and such; <u>to</u> fill all possible occasions with rentals/seats at rentals, according to budget; <u>to</u> make deals with potential customers; <u>to</u> be responsible for making orders to the third curator and the kitchen master in good time; <u>to</u> account for their activities to the third curator; <u>to</u> handle and store foodstuffs so that they are not spoiled and wastage is minimized; <u>to</u> engage personnel and appoint foremen for their own activities; <u>to</u> act as foreman for their own activities; <u>to</u> , together with the kitchen master, make inventories of the storage spaces regularly; <u>to</u> maintain good order in the used locales, make sure that all hygiene levels correspond to the Public Health Committee's (Hälsövardsnämnden) recommendations and that the kitchen is thoroughly cleaned after use; <u>to</u> never leave goods and other valuables without supervision or in unlocked storage; and <u>to</u> make sure that no handed-out keys to the nation's locales are used by unauthorized individuals.		
<i>Other regulations the office holder has to follow:</i>  The nation's statutes Purchasing rules Swedish alcohol law (Alkohollagen) Directives from the Public Health Committee Security rules for the usage of kitchen equipment from the Fire Department		