

Facility Attendant

Location: Campus Recreation (Lee Hall)
Supervisor: Campus Recreation Coordinator
Type of Job: Part time temporary service position and/or work study available

PRINCIPAL FUNCTION

- To enforce all facility policies, rules and regulations, minimize and eliminate hazardous situations while conducting yourself in a professional manner at all times.

DUTIES AND RESPONSIBILITIES

- Manage and supervise Lee Hall Facility.
- Open facility on weekends, close facility daily.
- Provide a welcoming environment to all participants.
- Check and swipe all ID's.
- Set up and take down of all equipment during shift.
- Sign in and collect guest fee.
- Check in/out of equipment.
- Assist with program registration.
- Enforce all Campus Recreation policies.
- Report and attend to emergencies, complete accident and incident reports immediately following an injury or incident.
- Maintain daily task log, communication log, and check sheets on each shift.
- Collect and log lost and found items properly.
- Maintain cleanliness of facilities and keep facilities safe, including dust mopping gym floor, and keeping equipment and binders in their proper locations.
- Monitor all events taking place in Campus Recreation facilities by making regular rounds of the building.
- Check in reservations with representative and lock/unlock closets for reservations.
- Develop a working knowledge of all the equipment, services and activities provided by Campus Recreation.
- Attend regular staff meetings and training sessions.
- Complete appropriate records, reports and time cards on time.
- Other duties as assigned.

REQUIREMENTS

- As a part of the hiring process, each employee is required to attend an orientation and training, which is not paid.
- Must maintain up-to-date CPR certification; this training will be provided by Campus Recreation.
- Must be available to work from between 4:00 pm – 12:00 midnight on weekdays and 11:45am – 12:00 midnight on weekends.
- Available to work a minimum of two weekend shifts
- Staff must wear uniform while on duty

DESIRED SKILLS

- Must be able to work well with others, both participants and employees.
- Communicate clearly and effectively.
- Ability to multitask.
- Must be dependable and punctual.
- Ability to take initiative and work independently when necessary
- Positive customer service skills/customer relations.