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 emergences, complete accident and incident reports immediately following a 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.