General Statement of Duties

Facility Associates are responsible for greeting and welcoming patrons, verifying membership statuses and enforcing facility policies. They perform cashier and inventory tasks for the sale, rental, and check-out of sports equipment and oversee towel service operations. Facility Associates aid in maintaining the care and appearance of the recreation facilities and facilitate special event operations as needed. Additionally, the work independently at the South Entrance of the Student Rec Center and the Omar Smith Instructional Tennis Center.

Typical Responsibilities

Facility Associate –Rec Center
- Greet and welcome patrons
- Check and verify valid Rec membership status of patrons
- Check picture ID to ensure use by actual member
- Answer and refer questions from patrons
- Sale, rental, and check-out of sports equipment
- Maintain cleanliness and organization of designated work area
- Oversee operation of towel and laundry services
- Verify inventory of all rental and sales equipment
- Adhere to proper cash handling and cash register operations
- Oversee operation of handball/racquetball/squash court reservations
- Serve as tour guides for patrons
- Damp mop indoor gymnasiuems and racquetball courts
- Clean handrails, tables and highly trafficked areas of Rec Center
- Straighten furniture throughout the facility
- Spot sweeping and vacuuming as necessary
- Enforce facility policies
- Other duties as assigned

Facility Associate –Satellite Facilities
- Monitor tennis courts
- Verify current membership status in computerized database
- Check rental equipment in/out to participants
- Verify field reservation and usage schedule
- Help with upkeep of facility
- Enforce facility policies
- Other duties as assigned

Experience and Abilities
- Current certification in CPR and First Aid preferred
- Previous experience in customer service preferred
- Some cleaning experience preferred
- Cash Handling Training with the Business Services staff required
- Must be a currently enrolled student

Training
- Satisfactorily complete staff training provided by Rec Sports facilities staff
- PCI-DSS Credit Card Terminal Training – 2112477
Environmental Conditions

- Will be required to be outside in the elements during parts of shift
- Occasionally some bending and lifting of up to 50 pounds may be required
- Some work with cleaning chemicals may be required

How to Apply

**ALL APPLICATION MATERIALS MUST BE TYPED.** Handwritten and/or incomplete applications **WILL NOT** be accepted. Please make sure your name is on **ALL** of your application materials.

All applications should be turned in via email to epatterson@rec.tamu.edu no later than **Tuesday, September 6, 2022, by midnight. Late applications will not be accepted.**

**Required Application Materials (all materials must be included for consideration):**

1. Part-Time Job Application - may be found online at https://recsports.tamu.edu/employment/
2. Resume - You must submit a resume with your job application. If you do not have one, please summarize your relevant work experience and/or any other experiences (i.e. student organizations, volunteer work, etc.) on a separate page.
3. Essay - Please attach a separate sheet (maximum 1 page, 12 point font) answering the following questions:
   a. What about working for the Facilities department of Recreational Sports, excites you the most?
   b. What other on/off campus commitments are you currently involved with and what methods do you utilize for time management?
4. Completed Availability Form & Cover Sheet Checklist (follows this page)

**NOTE:** All applicants must be a current student.

Work Hours/Anticipated Schedule

Staff members working in this position should expect **2-3 shifts a week** during the summer semester and into the fall/spring semesters (shifts will generally be 3-4 hours long) depending on their work availability, other employment in the department (if any), and the special event schedule. Typical facility hours are:

**Fall/Spring Hours**

**Student Recreation Center & Southside Rec Center – Fall/Spring Semester Hours**
- Sunday: 12:00 p.m. – 12:00 a.m.
- Monday-Thursday: 6:00 a.m. – 12:00 a.m.
- Friday: 6:00 a.m. – 11:00 p.m.
- Saturday: 8:00 a.m. – 11:00 p.m.

**Penberthy Rec Sports Complex – Fall/Spring Semester Hours**
- Sunday – Thursday: 5:00 p.m. – 10:00 p.m.**
- Friday: 4:00 p.m. – 10:00 p.m.
- Saturday: 12:00 p.m. – 8:00 p.m.

**On nights of intramural play (Sunday-Thursday), Penberthy will remain open until intramural games have completed – generally around midnight. There will be special events and tournaments on weekends that are scheduled outside of the normal operating hours. All satellite facilities are closed on home football game days.**

**Summer Hours**

**Student Recreation Center – Summer Hours**
- Sunday: 12:00 p.m. – 10:00 p.m.
**Penberthy Rec Sports Complex (North) & Tennis Courts – Summer Semester Hours**

- **Monday-Friday:** 6:00 a.m. – 10:00 p.m.
- **Saturday:** 9:00 a.m. – 10:00 p.m.
- **Sunday – Thursday:** 7:00 p.m. – 10:00 p.m.
- **Friday & Saturday:** 5:00 p.m. – 8:00 p.m.

### Other

All applicants will be notified whether or not they have been selected for an interview by **5pm on Wednesday, September 7 via email.** *Individuals who submit their application early will have an earlier interview and training date.*

Interviews will be held at the Rec Center on **Monday, August 29 from 5:30pm-7pm (for early applications), Monday, September 12 and Tuesday, September 13 from 5:30pm-8pm**

If you are selected for this position, you are **required** to attend the following training sessions:

- **Friday, September 9 from 2pm-5pm (for interviews on 8/29)**
- **Monday, September 26 from 5pm-9pm (for interviews on 9/12 & 9/13)**
- **Wednesday, September 28 from 5pm-8pm (for all interview dates)**

If hired, you are also required to show two *original* forms of identification. Examples include, but are not limited to: driver’s license, social security card, passport, birth certificate, etc.

### Contact Information

For more information or questions you might have on the Rec Sports Facility Associate position, please contact the following individual:

Emily Patterson – epatterson@rec.tamu.edu
Rec Sports Facilities Staff  
Fall 2022 Availability Form

Name: ___________________________  
Student Status: ___________________

Phone: ___________________________  
Email: ___________________________

Leave blank the hours you are AVAILABLE – i.e., cross out or shade the hours you are unavailable to work during a normal week for the summer (allow for travel time between classes/home/etc). Shifts run throughout the normal operating hours of the facilities (see pages 1-2). Shifts generally last at least three hours.

You must be available to close two nights out of Thursday, Friday, and Saturday.

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If your work availability begins/ends on the half-hour or quarter-hour, make an appropriate notation. For example, if you can work on Mondays, from 6 a.m. to noon and 2:30 p.m. to 6:30 p.m., it would look like:

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I verify that I have completed this availability form in accordance with my schedule and that if hired, I would be willing to work the hours indicated as available.

Signature: ___________________________  
Date: _____________
Rec Sports Facilities Positions
Cover Sheet Checklist

Name: ______________________________________

Put the following items in order as listed. Use the checklist below to ensure you have all required materials. Please attach all the below materials to your application email:

☐ Cover Sheet (this page)
☐ Part-Time Job Application
☐ Resume
☐ Essay Questions
☐ Availability Form

Before making it to the interview stage, this position requires students to work 2-3 shifts per week (this includes some weekends). Are you able to work 2-3 shifts per week? If no, please email Emily Patterson (epatterson@rec.tamu.edu) to explain potential scheduling conflicts.

☐ Yes  ☐ No
If making it to the interview stage, will you be available to interview on the date options listed in the application?

☐ Yes  ☐ No
If hired, Will you be available for the training on the dates listed depending on your interview date?

☐ Yes  ☐ No
If hired, would you be available to work during these time periods?

Fall Semester 2022  ☐ Yes  ☐ No
Spring Semester 2023  ☐ Yes  ☐ No
Summer Semester 2023  ☐ Yes  ☐ No

*Note: if you are missing any of the required documents, you will not be considered for an interview. You will be contacted by e-mail regarding interview information, so please be sure to check your email regularly after submitting this application.

__________________________________________
Staff Use Only
Interview:  Yes  No
Date:___________  Time:______________
Hired:  Yes  No