Part-time Job Announcement

**Part-time Position Title**  
Facility Associate

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## Job Description

### 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 Annex of the Student Rec Center and the Omar Smith Instructional Tennis Center.

### Typical Responsibilities

- **Student Rec Center & Southside Rec Center**
  - Greet and welcome patrons
  - Check picture ID to ensure use by actual member and current membership
  - Answer and refer questions from patrons
  - Manage the sale, rental, and check-out of sports equipment
  - Maintain cleanliness and organization of designated work area
  - Launder and maintain towel inventory
  - Verify inventory of all rental and sales equipment
  - Oversee operation of handball/racquetball/squash court reservations
  - Serve as tour guides for patrons
  - Assist with the setup, teardown, and facilitation of Rec Sports special events
  - Damp mop indoor basketball courts and racquetball courts
  - Enforce facility policies
  - Clean handrails, tables and highly trafficked areas of Student Rec Center
  - Spot sweep and vacuum indoor and outdoor facility space
  - Maintain and organize all of Rec Sports furniture across departmental facilities, including but not limited to lobby furniture, outdoor space furniture, bleachers, goals, etc.
  - Fill out and submit daily checklists via Connect2 pertaining to the status of toilets, soap dispensers, paper towel dispensers, showers, sinks, water fountains, and hair dryers throughout all facilities and replace batteries as needed
  - Rake/blow sand back into sand volleyball courts at the Student Recreation Center and Southside Rec Center
  - Conduct routine inspections of Rec Sports facilities and report findings utilizing Connect2
  - Dispose of any trash found throughout Rec Sports indoor and outdoor facilities
  - Maintain the organization of Operations/Events storage areas
  - Wash and fold event linens
  - Other duties as assigned

- **Penberthy Rec Sports Complex & Omar Smith Instructional Tennis Center**
  - Monitor tennis complex usage – completing patron check-in and hourly headcounts
  - Verify current membership status in computerized database
  - Check rental equipment in/out to participants
  - Perform hourly headcounts of courts
  - 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
• Credit Card Terminal 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 heavy items may be required
• Some work with cleaning chemicals may be required

Pay Scale
In accordance with departmental policy, a Facility Associate will start at a rate of $10.00 per hour and is eligible for a merit raise after four months of service.

Learning Outcomes
1. Provide exemplary customer service while serving as a resource for information to Rec Sports patrons.
2. Manage facility entry by verifying patron membership through computerized database
3. Successfully process sale, rental, and check-out procedures through computerized database
4. Manage operations and risk over the Omar Smith Instructional Tennis Center
5. Educate and enforce patrons on Rec Sports policies

How to Apply
To Apply: Visit our Site: tx.ag/recsportsempoyment and fill out our Part-Time Employee Job Application

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

All applications should be turned in via email to acunningham@rec.tamu.edu no later than Wednesday, September 13th, by midnight. Late applications will not be accepted.

Required Application Materials (all materials must be included for consideration):
• Please complete the job application (Linked above)
• 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.
• 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?

NOTE: All applicants must be a current student.
Work Hours/Anticipated Schedule
This position hires for a Fall start date. 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 Operational Hours**

Student Recreation Center & Southside Rec Center – Fall 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.

Other

All applicants will be notified whether or not they have been selected for an interview by **5pm on Thursday, September 14th, via email.**

Interviews will be held at the Rec Center on **Monday, September 18th between 4pm-9pm,** and **Wednesday, September 20th between 4pm-9pm.**

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

- **Monday, October 9th, from 10am-1pm**
- **Tuesday, October 10th, from 11am-2pm**

If hired, you are also required to show two **original** forms of identification and pass a background check. 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 individuals:

Abbie Cunningham – acunningham@rec.tamu.edu

Alyssa Moncrief – amoncrief@rec.tamu.edu