Part-time Position Title: Facility Attendant

Job Description

General Statement of Duties
Facility attendants are responsible for greeting and welcoming patrons, verifying membership statuses and enforcing facility policies. Additionally, they aid in maintaining the care and appearance of the recreation facilities and facilitate special event operations as needed.

Typical Responsibilities

Facility Attendant – Lobby
- Greet and welcome patrons
- Verify current Rec membership status in computerized database
- Check picture ID to ensure use by actual member
- Answer and refer questions from patrons
- Enforce facility policies
- Other duties as assigned

Facility Attendant – General Facility
- Damp mop indoor gymnasiums and racquetball courts
- Assist in day to day laundry operations
- Clean glass walls and panels throughout the facility
- Clean bulletin boards and display cases as needed
- Clean handrails
- Straighten furniture throughout the facility
- Spot sweeping and vacuuming as necessary
- Sweep and maintain outdoor pavilion area as necessary
- Clean tables in the Time Out/Smoothie King area
- Enforce facility policies
- Other duties as assigned

Facility Attendant – Penberthy Rec Sports Complex
- 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
- Must be a currently enrolled student

Training
- Satisfactorily complete staff training provided by Rec Sports facilities staff

Environmental Conditions
- Occasionaly some bending and lifting of up to 50 pounds may be required
- Some work with cleaning chemicals may be required

Pay Scale
In accordance with departmental policy, a Facility Attendant will start at a rate of $7.80 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. Educate and enforce patrons on Rec Sports policies.

Work Hours/Anticipated Schedule
Staff members working in this position should expect 3-4 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 – 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.

Physical Education Activity Program Building (PEAP) – Fall/Spring Semester Hours
- Sunday – Thursday: 5:00 p.m. – 11:00 p.m.
- Friday: Closed
- Saturday: Closed

Omar Smith Instructional Tennis Courts – Fall/Spring Semester Hours
- Monday – Thursday: 6:00 p.m. – 10:00 p.m.
- Friday - Saturday: 4:00 p.m. – 8:00 p.m.
- Sunday: 4:00 p.m. – 10:00 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. – 2 p.m. & 3 p.m. - 7:00 p.m.
- Monday-Friday: 10:00 a.m. – 2 p.m. & 5 p.m. – 9:00 p.m.
- Saturday: 10:00 a.m. – 2 p.m. & 3 p.m. - 7:00 p.m.

Penberthy Rec Sports Complex – Summer Semester Hours
Closed

Physical Education Activity Program Building (PEAP) – Summer Hours
Closed
Omar Smith Instructional Tennis Courts – Summer Hours
Closed

*Hours subject to change due to COVID-19 restrictions, holiday breaks, May and August mini semesters, etc.

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 Wednesday, August 12, 2020 by 5pm for best consideration. Applications will still be accepted until Wednesday, September 2, 2020. 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/](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?
   c. What qualities do you possess that you feel are important for this position?
4. Completed Availability Form & Cover Sheet Checklist (follows this page)

**NOTE:** All applicants must be college students.

Interview and Training Information

All applicants will be notified whether or not they have been selected for an interview by 5pm on Thursday, August 13 or Thursday, September 3 via email.

Interviews will be in a Zoom video-call setting and will be held on Sunday, August 16 or Sunday, September 6 depending on which hiring deadline the application is completed.

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

- Wednesday, September 2nd from 5pm-8pm (if applied before August 12)
- Wednesday, September 16th from 5pm-8pm (if applied before September 2)

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 on the Rec Sport Facility Attendant position, please contact any of the following:

Emily Patterson – epatterson@rec.tamu.edu
Rec Sports Facilities Staff
Fall 2020 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 3-4 shifts per week (this includes some weekends). Are you able to work 3-4 shifts per week? If no, please email Emily Patterson (epatterson@rec.tamu.edu) to explain potential scheduling conflicts. (circle) Yes No

If making it to the interview stage, interviews will take place Sunday, August 16, or Sunday, September 6. Will you be available to interview during those dates (dependent on date of submitted application)? (circle) Yes No

If hired, training will take place on Wednesday, September 2 or Wednesday, September 16 (dependent on date of submitted application). Will you be available for training during this period? (circle) Yes No

If hired, would you be available to work during these time periods?
Fall Semester 2020 (circle) Yes No
Spring Semester 2021 (circle) Yes No
Summer Semester 2021 (circle) 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