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. They will also assist at the South Entrance of the Student Rec Center and the Omar Smith Instructional Tennis Center when needed. 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
- Occasionally 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
3) Educate and enforce patrons on Rec Sports policies

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 amoncrief@rec.tamu.edu no later than Friday August 27, 2021 by 5pm. Late applications will not be accepted.

Required Application Materials (all materials must be included for consideration):
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 college students.

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.
**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.  
Monday-Friday: 6:00 a.m. – 10:00 p.m.  
Saturday: 9:00 a.m. – 10:00 p.m.  

Penberthy Rec Sports Complex (North) & Tennis Courts – Summer Semester Hours  
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 Sunday, August 29 via email.**

Interviews will be held at the Rec Center on Tuesday, August 31 or Wednesday, September 1.

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

- **Wednesday, September 15 from 6pm-9pm**
- **Thursday, September 16 from 6pm-9pm**

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 Sport Facility Attendant position, please contact the following individual:

Alyssa Moncrief – amoncrief@rec.tamu.edu
Rec Sports Facilities Staff  
Fall 2021 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:

|       | 6am | 7   | 8   | 9   | 10  | 11  | 12p | 1   | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  |
|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Monday|     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     | XX  |

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 Alyssa Moncrief ([amoncrief@rec.tamu.edu](mailto:amoncrief@rec.tamu.edu)) to explain potential scheduling conflicts.

- [ ] Yes
- [ ] No

If making it to the interview stage, interviews will take place **Tuesday, August 31 or Wednesday, September 1**. **Will you be available to interview on this date?** If you can only make one date please specify which date.

- [ ] Yes
- [ ] No

If hired, trainings will take place on **Wednesday, September 15 & Thursday, September 16 from 6pm-9pm**. **Will you be available for training on this date?**

- [ ] Yes
- [ ] No

If hired, **would you be available to work during these time periods?**

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*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.*

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Staff Use Only
Interview: **Yes**  **No**
Date:  Time:
Hired:  **Yes**  **No**