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
- 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. 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.

To apply, please submit (all materials must be included for consideration):

1. The part-time employee job application turned into Student Rec Center Receptionists Office room 202 by 5:00 PM on Wednesday, January 8, 2020. Late applications will not be accepted.
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.

Work Hours/Anticipated Schedule

Staff members working in this position should expect 3-4 shifts a week during 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. Current 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. – 10:00 p.m.
Monday-Friday: 6:00 a.m. – 10:00 p.m.
Saturday: 10:00 a.m. – 10:00 p.m.

**Penberthy Rec Sports Complex – Summer Semester Hours**
Sunday – Thursday: 7:00 p.m. – 10:00 p.m.
Friday and Saturday: 5:00 p.m. – 8:00 p.m.

**Physical Education Activity Program Building (PEAP) – Summer Hours**
Closed

**Omar Smith Instructional Tennis Courts – Summer Hours**
Closed

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

**Interview and Training Information**

All applicants will be notified whether or not they have been selected for an interview by Thursday, January 9 via email.

First-round interviews will be in a group setting and will be held on Sunday, January 12 from 12:30pm-1:30pm or 2:00pm-3:00pm in Room 1130 of the Rec Center. You will be notified of your interview timeslot when you are emailed on January 9.

All group interviewees will be notified whether or not they have been selected for a second-round interview by Monday, January 13 via email.

Second-round interviews will take place on Wednesday, January 15 from 5:30-10:00pm and Thursday, January 16 from 5:30-9:30pm. Second-round interviews consist of one interviewee and 2-3 Rec Sports employees.

All second-round interviewees will be notified by the evening of Friday, January 17 via email of your hiring status.

If you are selected for this position, you are required to attend both of the following training sessions:
- Wednesday, January 29, 5:30pm-9pm
- Thursday, January 30, 5:30pm-8pm

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, contact Valerie Ortega at vortega@rec.tamu.edu or Emily Patterson @ epatterson@rec.tamu.edu
Rec Sports Facilities Staff  
Spring 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 spring (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: _____________
Name: ________________________________

Put the following items in order as listed. Use the checklist below to ensure you have all required materials. Please **staple** all materials together in the order listed below:

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

Interviews will take place Sunday, January 12; Wednesday, January 15; and Thursday, January 16. Will you be available to interview during those dates?

(circle) Yes  No

If hired, training will take place on Wednesday, January 29 & Thursday, January 30. Will you be available for training during this period?

(circle) 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.

____________________________________________________

Staff Use Only

Interview: Yes  No

Date:__________  Time:______________

Hired: Yes  No