



**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

## **Work Hours/Anticipated Schedule**

Staff members working in this position should expect **3-5 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.

## 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](mailto:amoncrief@rec.tamu.edu) no later than **Wednesday, May 26, 2021 by 5pm**. **Late applications will not be accepted.**

**\*Priority will be given to those who are able to work during the Summer of 2021**

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

1. Part-Time Job Application - may be found online at [https://recsports.tamu.edu/wp-content/uploads/Rec-Sports-Part-time-Job-Application\\_2021.pdf](https://recsports.tamu.edu/wp-content/uploads/Rec-Sports-Part-time-Job-Application_2021.pdf)
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.**

## Interview and Training Information

All applicants will be notified whether or not they have been selected for an interview by **5pm on Wednesday, May 26 via email**.

Interviews will be in a Zoom video-call setting and will be held on **Tuesday, June 1 or Wednesday, June 2**.

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

- **Wednesday, June 16 from 2pm-5pm**
- **Thursday, June 17 from 2pm-5pm**

**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](mailto:amoncrief@rec.tamu.edu)

# Rec Sports Facilities Staff Summer 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.**

	6am	7	8	9	10	11	12p	1	2	3	4	5	6	7	8	9	10	11	12	
Mon																				
Tues																				
Wed																				
Thurs																				
Fri																				XX
Sat	XX	XX	XX																	XX
Sun	XX	XX	XX	XX	XX	XX														

**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	XX	30				30	XX	XX	XX	XX	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: \_\_\_\_\_

This application is for  
Summer 2021  
employment

Your application must be  
turned in via email to  
[amoncrief@rec.tamu.edu](mailto:amoncrief@rec.tamu.edu)

## 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, June 1. **Will you be available to interview on this date?**

- Yes                       No

If hired, trainings will take place on Wednesday, June 16 & Thursday, June 17 from 2pm-5pm CST. **Will you be available for training on this date?**

- Yes                       No

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

- |                      |                              |                             |
|----------------------|------------------------------|-----------------------------|
| Summer Semester 2021 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Fall Semester 2021   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Spring Semester 2022 | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.**

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Staff Use Only

Interview: Yes No

Date:\_\_\_\_\_ Time:\_\_\_\_\_

Hired: Yes No