

Position Description

JOB TITLE:	Building Assistant	DATE REVISED:	November 28, 2018
CLASSIFICATION:	Part-Time	WAGE:	\$9.15/hour
REPORTS TO:	Assistant Director of Facility Operations	DEPARTMENT:	Campus Recreation

Job Description:

Building Assistants will focus on preparing and maintaining the gym courts and other areas of the facility for member and guest use. This includes the enforcement of policy and procedures, maintaining safety and cleanliness, and providing exceptional service to members and guests. This position will support the Building Supervisor in management of day-to-day operations, special event management, and customer service of the gym courts. Successful candidates must ensure members, prospective members, rental groups, and guests are presented with a safe and enjoyable environment.

Primary Responsibilities:

- To fulfil the Campus Recreation mission to create the best experience for each individual we serve
- Monitor participants to prevent aggressive behavior and de-escalate potential hostile situations, especially on the gym courts
- Serve as a first responder in emergency situations, especially on the gym courts
- Assist in completing incident/accident reports
- Assist with the setup/teardown and execution of events and rentals (external/internal) on gym courts including but not limited to basketball, volleyball, badminton and Futsal.
- Enforce Campus Recreation policies and procedures
- Answer questions about the facility and events
- Be knowledgeable about the daily operations and facility schedules of the Campus Recreation Center especially pertaining to the gym courts
- Assist guests and members with the use of lockers located by the gym court and troubleshoot issues including forgotten combinations
- Ensure the gym courts are a clean and safe environment by including periodically dry mopping, cleaning backboards, replacing nets or backboard foam pads, reporting facility issues to the Building Supervisor, and encouraging usage of the lockers
- Attend staff meetings and trainings hosted by Campus Recreation
- Other duties as assigned

Minimum Qualifications:

- Must be actively seeking a degree
- Ability and willingness to enforce policies and handle conflict
- Strong customer service and communication skills
- Ability to critically think and problem solve challenges in a high pressure setting
- Ability to stand/walk and navigate the facility for long periods of time
- Ability to handle several tasks at once with frequent interruptions
- Able to lift and carry up to 50 pounds or more

Preferred Qualifications:

- Knowledge of basketball and other court sports
- Current American Red Cross certification in CPR/AED/FA (Campus Rec will provide training or willing to complete certification before start date)