



Job Description- Facility Attendant

Supervisor:

Assistant Director of Facility Operations

Job Description/Purpose/Primary Function of Position:

Facility Attendant will assist Assistant Director, Coordinator and Graduate Assistant with the daily operations of the Student Recreation Center.

Qualifications:

- Flexible schedule between 5:30 am – 12 midnight.

Job Duties:

- Provide customer service for all SRC users.
- Supervise SRC patrons and enforce all identified policy and procedures.
- Assist with the daily maintenance of the SRC.
- Provide input to Assistant Director in reference to policies and procedures.
- Assist with risk management program.
- Assist in the documentation of all incidents and accidents.
- Complete specific task (procedures) associated with information desk and equipment checkout.
- Pick up trash.
- Conduct limited maintenance and repairs.

Wages/Scheduling:

- Report any scheduling conflicts to the Facility Operations Recreation Graduate Assistant.
- Requires work between 5: 30 am and 12:00 midnight weekdays, weekends and holidays.

Evaluation:

- Assist in the inspection, maintenance and inventory of equipment.

Other:

In accordance with the Student Affairs Division/Campus Recreation Office Strategic Plan, other duties as assigned.

Texas State University will not discriminate against any person (or exclude any person from participating in or receiving the benefits of any of its activities or programs) on any basis prohibited by law, including race, color, age, national origin, religion, sex or disability, veterans status or on the basis of sexual orientation.