

**Job Description- Facility Attendant**

**Supervisor:**

Assistant Director of Facility Operations

**Job Description/Purpose/Primary Function of Position:**

Facility Attendant will assist Assistant Director and Facility Coordinator 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 is an Equal Employment Opportunity/Affirmative Action Employer, committed to inclusive thoughts and action in support of our diverse community. Individuals from historically underrepresented groups and all those who share our commitment to inclusivity and passion for the strength of our diversity are strongly encouraged to apply.