



Department: Campus Recreation

Job Title: Facility Attendant

Summary:

Facility Attendants are responsible for the daily operations of the fitness spaces in Reynolds Gymnasium. This position requires effective communication skills, the ability to resolve conflict, and must be able to work independently as well as part of a team. Facility Attendants must maintain constant situational awareness of potential risks while providing an all-inclusive and welcoming environment for all participants.

Essential Functions:

- Greet and welcome participants with a smile and friendly attitude
- Provide quality customer service to all individuals including faculty, staff and students
- Positively represent Campus Recreation and Wake Forest University
- Ability to uphold, enforce and clearly communicate facility rules and regulations; apply safe practices, hold users accountable
- Monitor, organize and clean designated fitness spaces. Maintain a safe and presentable atmosphere for participants
- Perform duties such as: lead equipment orientations, record equipment maintenance concerns or needs in log book, and opening/closing duties of fitness spaces
- Perform all scheduled work wearing Campus Recreation uniform and nametag
- Attend staff meetings and required trainings
- Ability to adhere to regular attendance of assigned shifts
- Other duties as assigned

Required Knowledge, Skills, Abilities:

- Current student of Wake Forest University
- Must be current or obtain First Aid/CPR/AED Certification

Preferred Knowledge, Skills, Abilities:

- Excellent communication, time management, and organizational skills.
- Energetic and outgoing personality
- Ability to multi-task
- Reliable, trustworthy and punctual

Compensation/Incentives:

Within the Department of Campus Recreation there are opportunities to assume additional responsibilities and promotion. All employees are eligible for merit-based pay increase and performance-based incentives.

Note:

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

Campus Recreation seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply.