

Job Title: Facility Attendant

Department: Campus Recreation

Reports to: Coordinator, Facilities

Compensation: \$10.00/hr

Summary:

The Campus Recreation Facility Attendant has primary oversight of the Fitness Spaces in the Wake Forest Wellbeing Center. These individuals are responsible for ensuring that users adhere to the rules and policies set for the varying spaces. Additionally, the Facility Attendant assists with general operational tasks to ensure that the equipment in the facility is kept clean, organized and ready for use.

Acquired Knowledge, Skills & Experience:

At the conclusion of this position, the Facility Attendant should demonstrate the following competencies:

- Time Management - Learn to balance assigned tasks in order to complete in a designated time frame
- Teamwork - Work with coworkers to complete tasks and assignments
- Problem-Solving - Ability to recognize issues in the building and address as needed
- Communication and Professionalism - Learn to address and clearly communicate with users and patrons

Essential Functions:

- Oversee operations of the fitness spaces in the Wellbeing Center to ensure a welcoming and safe environment for all patrons and users
- Monitor and ensure that all patrons utilizing the Wellbeing Center are adhering to facility rules and regulations
- Assist with risk management protocol in the event of emergencies and incidents within the facility
- Ensure facility fitness spaces and equipment are kept organized, clean and ready to use, in addition to assigned tasks throughout the facility
- Effectively report issues, questions, comments, and concerns of the Wellbeing Center that arise while on shift
- Responsible for tracking and reporting facility issues (i.e. damaged equipment, stained ceiling tiles, etc.) to maintain a safe and welcoming environment
- Maintain working knowledge of Campus Recreation departmental programs and events
- Attend staff meetings and required trainings
- Other duties as assigned

Requirements and Accountabilities:

- Must hold a First Aid/CPR/AED Certification or be able to obtain within 30 days of hire
- Work a minimum two shift per week and one weekend a month
- Arrive to shift at least 5 minutes early and in proper uniform
- Effectively communicate issues with shifts in a timely manner
- Ability to work a flexible schedule as demanded by the nature of the business, as shifts and schedules may vary throughout the year (i.e. summer and academic year breaks – spring, fall, winter, etc.)

Disclaimer:

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 the employee's supervisor.

To help provide a safe learning and living community, Wake Forest University conducts background investigations and drug screens for all final candidates being considered for employment.

Wake Forest seeks to recruit and retain a diverse workforce and encourages qualified candidates across all group demographics to apply. Wake Forest University is committed to providing access and reasonable accommodation in employment for individuals with disabilities.