**University Recreation Center: Facility Attendant**

University Recreation Center Mission Statement:

The University Recreation Center offers experiences that enrich the lives of Whitworth University students through excellent facilities, fitness, sport, adventure and play. We are committed to developing leaders, encouraging life-long healthy lifestyles and fostering meaningful relationships.

Definition and Purpose:

U-Rec is seeking a hardworking and responsible, team member whose responsibilities include, but are not limited to, cleaning equipment and assisting with preventive maintenance, responding to maintenance concerns for fitness equipment and monitoring the activity area for safety. This is a demanding position with an emphasis on risk management, facility maintenance, and participant safety. Student employees report to the recreation center director and the student facility managers.

Student Employee Expectations:

* Maintain and promote a safe and fun environment for all participants and staff.
* Provide quality customer service to all patrons.
* Model, promote, and consistently enforce policies for the U-Rec.
* Serve as an ambassador for U-Rec activities.
* Maintain written and oral communication with other staff members, supervisors and administrative staff.
* Comply with U-Rec staff dress code during all shifts.
* Awareness and appreciation of individual uniqueness and diversity.
* Ability to be flexible in your work environment.
* Attend orientation sessions, staff meetings and in-service trainings.
* Maintain required certifications.
* Be available to work 1-1.5 hour blocks of time during the week, weekday evenings, and weekends.
* Expected to be available to work 5-8 hours per week.
* Early morning, evening, and weekend hours may be required.

Position Duties and Responsibilities:

* Perform troubleshooting and respond to maintenance concerns.
* Respond to questions and assist patrons.
* Maintain weight/cardio area (vacuum, dust, sanitization of equipment).
* Clean and sanitize all cardio and fixed weight equipment.
* Carry out preventive maintenance.
* Setup court equipment and raise/lower dividers.
* Train patrons to setup court equipment.
* Keep courts clear of excess equipment and swept of dust.
* Oversee towel stock and laundry duties.
* Restock equipment-cleaning stations. Refill the disinfectant in the spray bottles and stock the wet wipes.
* Anticipate the needs of the facility after your shift is complete (towels, equipment, etc.).
* Manage TV displays throughout the facility.
* Work with both the director and asst. director on projects associated with the facility.
* Undertake tasks for any Outdoor Recreation, Climbing Wall, and Intramurals projects as assigned.
* Inspect Outdoor Recreation and Climbing Wall gear for damages or missing components.
* Organize and clean the storage rooms.
* Monitor for and ensure rules compliance.
* Make sure the AED check sheet is marked off daily.
* Perform regular walk-throughs to ensure that the facility is safe and clean.
* Execute emergency procedures and provide First Aid and CPR assistance.
* Successful completion of in-house training.
* Must be able to lift up to 50 lbs.

Preferred Skills and Extracurricular Experience:

* Strong work ethic.
* Effective interpersonal, organizational, problem-solving, and customer-service skills.
* Interest in promoting health and wellness across our campus community.
* Awareness of safety concerns and risk management.
* Excellent oral and written communication skills

Education: Must be a current Whitworth University student enrolled as a full-time undergraduate or graduate student.

Certifications: First Aid, Adult CPR/AED and blood borne pathogens certifications will be required within the first three months of employment. Opportunities to obtain these certifications will be offered during in-house training.

Period of Employment: One academic year (contingent employment is dependent upon satisfactory completion of a 30-day probationary period and satisfactory job performance as evaluated by immediate supervisor). 5-10 hours per week.

Compensation: Student employees are paid an hourly wage consistent with WU student employment pay rate guidelines.

Training Requirements: Candidates must be able to attend Recreation Center training prior to the start of the term. Whitworth University may require additional training on institutional policies which will be completed independent of the Recreation Center. In-house training will take place prior to the start of the fall semester and attendance is **MANDATORY** for the duration of multi-day training sessions.

Nondiscrimination Policy: The University Recreation Center prohibits discrimination, harassment, and bullying against any person for any reason, including age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or affectional orientation, gender identity, appearance, matriculation, political affiliation, marital status, military status, or any other characteristic protected by law.

Career Readiness Competencies: Critical thinking and problem solving, oral and written communications, teamwork and collaborations, information technology application, leadership, professionalism and work ethic, career management, and global and intercultural fluency.

Application process and deadline: Email your completed application packet to Todd Sandberg at [tsandberg@whitworth.edu](mailto:tsandberg@whitworth.edu) or drop it off at the U-Rec member services desk by April 12.

**UNIVERSITY RECREATION CENTER STUDENT APPLICATION**

**Facility Attendant**

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Last) (First)

Current class standing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Any anticipated semesters abroad? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Major\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected date of graduation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

State work study eligible? Yes No (circle) Federal work-study eligible? Yes No (circle)

CPR/First Aid cards? Yes No (circle) Expiration?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BBPTraining? Yes No (circle)

**Please complete the following and submit with your application:**

Attachments (three)

1. Résumé
2. Respond to the following questions:
   1. Why are you interested in applying for this position?
   2. Reflecting on past employment/volunteer experiences, what makes a good employee? Please provide three words that describe a good employee. Explain why.
   3. What skills have you learned that you will carry into the position for which you are applying?
3. Professional References
   1. **Please list three people who can speak to your work ethic and character.**

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Name Relationship Email or Phone

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Name Relationship Email or Phone

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Name Relationship Email or Phone

**I certify that the information provided in this application is true and I am submitting this on my own behalf.**

**X**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

**U-Rec Hours for Fall 2023 (tentative):**

Monday through Friday: 6 a.m. to 10 p.m.

Saturday: 9 a.m. to 10 p.m.

Sunday: 2-10 p.m.

**Directions for the U-Rec Shift Preference Form Located on page 4**

On the back side of this page, there is a grid which represents the shifts staffed by facility attendants throughout a typical U-Rec week. The typical shift is one hour for facility attendants. Please complete the following:

1. Register for fall classes so that you know your availability.
2. Completely fill out the grid with one of the following four categories. **EVERY** square MUST be filled in.
   1. **Want** to work (first choice)
   2. **Able** to work (second choice)
   3. **Willing** to work (third choice, this designation can be used for shifts that you are interested in sharing or rotating with coworkers)
   4. **Unable** to work (class, other obligations)
3. For any given hour block, if you want to work but cannot start until the half hour, then write it in on the schedule. Make sure you clearly designate which 30 minute blocks (of a given hour) you can and cannot work.
4. What is the minimum and maximum amount of hours that you want to work per week?
5. Is there a chance your schedule may change before **Sept. 1**?

If so, why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

When will you know your finalized schedule? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Keep in mind that work hours will be distributed based on seniority. Those that have been employed longer will receive first choice. If you are new to the U-Rec or have only been at U-Rec for one or two semesters, PLEASE be generous with the shifts you label with “want to work” and are “able to work.” It is likely that you will not get all the hours you desire. Therefore, do not record *only* the shifts you “want to work;” be sure to label as many as you are “able to work.” The more flexible you are; the more hours you will receive!

**Do not leave any square blank!**

**Fill each space with one of these**:

Want (1st choice)

Able (2nd choice)

Willing (not 1st or 2nd)

Unable (other obligations)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOURS PER WEEK: Minimum: \_\_\_\_\_\_\_\_\_\_\_\_\_ (at least five) Maximum: \_\_\_\_\_\_\_\_\_\_\_\_\_ (typically ~10)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **5:45-7:00 a.m.** |  |  |  |  |  |  |  |
| 8:45-10 a.m. |  |  |  |  |  |  |  |
| **10-11 a.m. or 11 a.m.-noon** |  |  |  |  |  |  |  |
| **1:30-2:30 p.m. or 1-2 p.m.** |  |  |  |  |  |  |  |
| 1:45-3 p.m. |  |  |  |  |  |  |  |
| **5-6 p.m. or 5:30-6:30 p.m.** |  |  |  |  |  |  |  |
| **9-10 p.m.** |  |  |  |  |  |  |  |