

# CAMPUSREC

## **Facility Services Team Member**

**8-12 Hours/Week • \$15.76/Hour**

1-2 Positions Available – Start Date: As soon as possible

The Facility Services Team Member Position is responsible for the day-to-day cleanliness of the fitness center, gym courts and multi-purpose studios in the ASRC. This consists of sweeping, vacuuming and mopping spaces and wiping down the base of fitness equipment. Campus Rec feels that cleanliness of the rec center space is a vital piece to overall customer services standards within the department.

### **Duties and Responsibilities**

- Sweeping all basketball courts and multi-purpose rooms as well of the MAC Court and proper disposal of all debris that is accumulated.
- Vacuuming the perimeter of the gymnasium and multi-purpose rooms and table tennis area.
- Sweeping and vacuuming of the fitness areas in between and occasionally under machines.
- Dust and wipe down bases of fitness equipment.
- Clean glass and ledges on the MAC court.
- Wipe down window ledges throughout the facility.

### **Expectations**

- Be familiar with all aspects of the cleanliness standards of the Student Rec Center.
- Be familiar with various cleaning products and other resources available to complete the tasks.
- Be able to follow a checklist of daily tasks to complete. Also, be able to identify tasks that need to be completed in the facility.

### **Working Conditions**

- Location of work – Moving throughout Recreation Center
- Uniform –staff shirt, nametag, jeans/khakis pants or non-workout shorts and closed toed shoes.

### **Minimum Qualifications**

- Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
- Minimum 2.0 grade point average (undergrad) and 3.0 (graduate) and maintain good academic standing throughout employment
- Commitment to Campus Rec's mission, vision, values, and dignity statements
- Positive attitude

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- Good communication skills
- Ability to work with people
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions.
- **Must successfully complete a background check**

## Preferred Qualifications

- Experience working with diverse populations
- Strong interpersonal and communication skills
- Leadership experience
- Positive customer service skills
- Experience working in a fitness facility
- Self-motivation and good time management skills

## Application Instructions

1. Complete our [Campus Rec Application](#), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
  - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
  - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email **application, resume, and cover letter** (and any supplemental materials) as **PDFs** to the [Campus Rec Jobs email](#) at [crecjobs@pdx.edu](mailto:crecjobs@pdx.edu) with the subject line stating "Position Name, Last Name."
3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](mailto:ckwong@pdx.edu) at [ckwong@pdx.edu](mailto:ckwong@pdx.edu).

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

**Deadline for Submission: Sunday, January 28, 2024 at 11:59 p.m.**