

Facilities and Events Assistant - Position Description

Responsibilities

- **Take initiative** to perform custodial maintenance of Main Campus Recreation Center and Recreational Field Complex to include stairways, hallways, offices, lobbies, kitchens, gymnasiums, fitness rooms, restrooms, and locker rooms.
- **Accountable** for general custodial maintenance to include cleaning, disinfecting, sweeping, dry and wet mopping, dusting, scrubbing tile, washing windows, emptying waste/recycling receptacles, washing and polishing drinking fountains, and turning off all non-necessary lights.
- **Collaborate** with the Assistant Director in the performance of special event supervision and facilitation in the Main Campus Recreation Center and Recreational Field Complex.
- **Enthusiastically collaborate** with special event guests during the duration of their event.
- **Ensure a memorable experience** through monitoring the special event and anticipating guest's needs. Provide great customer service and **effectively communicate** with guests and staff.
- **Lead others** when performing special event set-ups and teardowns.
- Ensure safety of guests by **inspecting** the facility, **analyzing** issues, and **reporting** unsafe conditions to Facility Manager or Assistant Director.
- **Clearly articulate** and enforce Campus Recreation policies and procedures in a fair, prudent, and professional manner.
- **Resolve conflicts**, disputes, and minor problems as they arise.
- **Work with others** when conducting emergency evacuations.
- **Enhance group effectiveness** by performing other duties as assigned.

Staff Standards

- Role model appropriate behavior at all times, including on-line communities.
- Attend all staff meetings and educational trainings.
- Maintain regular and frequent communication with Supervisor(s), Manager(s) and professional staff.

Personal/Paraprofessional Development & Departmental Responsibilities

- Attend all meetings and trainings on time, including August staff development, January staff development, etc. August and January staff development dates are the Thursday and Friday of the week leading the start of the fall and spring semesters.
- Balance time commitments.
- Recognize limitations and work to improve.
- Be receptive to paraprofessional and personal development.
- Challenge yourself to achieve higher levels of awareness of people's perceptions, maintaining appropriate sensitivity and awareness of cultural norms, diversity, and diversity education.

Minimum Qualifications

- Must be currently enrolled at UTSA with a minimum overall GPA of 2.0.
- Must pass State of Texas criminal background check.
- First Aid, Adult CPR and AED certifications obtained within expected time-frame.
- UTSA employee compliance trainings and any additional program area certification/training completed within expected time-frame.

Working Conditions

- Maximum of 19 hours worked per week (average 15).
- Work will take place on the Main Campus in the Recreation Center and Recreational Field Complex.
- Work shifts include morning, afternoon, evening and weekend hours. Some required holiday hours.

Compensation

- Starting pay: \$10.00/hour