

# Recreation Facility Attendant (20003307)

Status  
Pending

Recruiter  
Acquisition, Talent

Status Details  
To Be Approved

Department Contact  
Skeel, Tara

Primary Location  
United States > Pennsylvania >  
Pittsburgh > 3034 Petersen Events  
Center

Requisition Type  
Student

Hired Candidates  
0 out of 30

## Job Summary and Qualifications

### External Description

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#### Description - External

The Campus Recreation department is seeking Facility Attendants for the Fall 2020 term. The Facility Attendant acts as the front facing staff member of the Campus Recreation department. As a Facility Attendant, you could work in any of the following Campus Recreation facilities; Baierl Student Recreation Center, Trees Hall ground level fitness center, Pitt Sports Dome, Bellefield Hall fitness center, and the William Pitt Union 3rd floor fitness center. The Facility Attendant is responsible for enforcing all policies and guidelines established for the participants of Pitt Campus Recreation. They will also be providing onsite coverage for the operation of the facility under the prescribed operating procedures on duty. Facility Attendants must take control in emergency situations, clean fitness equipment, record fitness center data, confront patrons who are not following policies and guidelines, settle disputes, and answer all inquiries. Primary duties include, but are not limited to: - Provide courteous customer service - Act as a first responder in case of any emergency - Record and report incident forms - Answer general questions and phone calls regarding rec facilities - Be familiar with services that the Campus Recreation department offers - Prepare the facilities for opening and closing - Control access to rooms, equipment, and the facility itself - Complete head counts and fitness center inspections as necessary - Maintain a tidy fitness center by putting equipment back where it belongs and encourage patrons to do the same - Manage the equipment check-out process - Complete cleaning responsibilities to maintain a clean and safe environment - Other duties as assigned

#### Qualifications - External

In no particular order this position requires the following skills: excellent customer service, punctuality, communication, general math skills, Microsoft Office, team collaboration and a general interest in fitness, health and well-being.

### Internal Description

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