



Facility Attendant – UFV Athletics and Campus Recreation

Position type:	Casual; part-time (including evenings and weekends); student position
Term(s):	September-December 2022; January-April 2023; April-August 2023
Wage:	\$15.65 (+6% vacation pay +4% in lieu of statutory holidays)
Direct supervisor:	Facilities Operations Coordinator, Athletics and Campus Recreation

POSITION AT A GLANCE

The Facility Attendant represents and helps to provide on-site supervision of the UFV Athletics and Campus Recreation facilities on the Abbotsford campus. Reporting to the Facilities Operations Coordinator the Facility Attendants role includes enforcing facility policies, making equipment available to various users, aid in providing a safe and clean facility, and performs a variety of customer service and support functions. This position requires some evening and weekend work, with limited supervision.

RESPONSIBILITIES

Routine responsibilities will focus on assisting in day-to-day operational needs associated within our facility including but not limited to:

- Performing various minor maintenance duties of cleaning and organizing as directed to maintain a clean and safe facility, such as equipment clean-up, dry-mopping, and laundry.
- Providing general customer service and information to users/visitors of the building in a courteous and polite manner, including processing payments.
- Preparing and clean-up of facility space for user groups (e.g., setting up/takedown of equipment, protective mats, tables/chairs etc.)
- Maintaining a high-level knowledge of schedules, rates and programs offered validating, processing membership and program information.
- Enforcing facility policies & procedures such as access and proper documentation.
- Ability to react calmly and effectively in emergency situations.
- Perform other duties as assigned by supervisor.

QUALIFICATIONS

- Must be enrolled as a UFV student
- Demonstrate a high-level of professionalism, communication, and interpersonal skills, with limited supervision
- Capability of performing, safe hands-on physical work - ability to lift items up to 30lbs.
- Familiarity with fitness/sport equipment, sport facility rules of conduct and cash handling
- Availability to work a minimum of 1-2 shifts per week (preference for evening and weekends)
- Experience working in a recreation or athletic setting and CPR/AED certification, is an asset

WHO CAN APPLY?

- We invite applications from UFV students of all gender identities and expressions, abilities, ethnicities, ages, sexual orientations, and programs of study.

HOW TO APPLY?

Submit one pdf document (cover letter and resume) through UFV CareerLink site – position title: Facility Attendant. Any questions, please contact: stacie.dixon@ufv.ca