

ASSOCIATED STUDENTS, CSUF, INC.  
POSITION ANNOUNCEMENT

Position Title:       **Facility Attendant- FEMALE ONLY**

Department:         **Business Ops. – Titan Recreation**

**GENERAL STATEMENT:**

Under moderate supervision with the ability to work independently, the Facility Attendant will be responsible for a variety of daily operational functions of the SRC.

**SPECIFIC RESPONSIBILITIES:**

- Personally greet and welcome all members and guests
- Conduct customer service in a courteous and professional manner
- Adhere to and enforce all policies and procedures per SRC Manual
- Monitor general operations and events to insure facilities and equipment are used properly; assist with physical set ups as required
- Assist with preparing and maintaining building for daily operation per established procedures
- Assist with general building comfort and cleanliness
- Launder fitness towels per established procedure
- Monitor and help maintain womens locker room and restroom cleanliness
- Restock womens locker room and restroom paper products as needed

**GENERAL RESPONSIBILITIES:**

- Must maintain strict adherence to safety procedures and attend all safety meetings as scheduled
- Be on time, prepared to work and adhere to department dress code
- Must be physically able to perform the duties as outlined.
- Report any malfunction of lights, doors, locks, and other building systems as required
- Work late night and early morning shifts during the All Night Study program as required
- Work weekends and holidays as required
- Attend regularly scheduled staff meetings
- Perform other duties as required

**SPECIAL REQUIREMENTS:**

- Must obtain nationally recognized First Aid/CPR/AED Certification (American Red Cross preferred) – with 30 days of employment
- Employment will be contingent on a satisfactory employment history and criminal background investigation.
- Must attend and participate in mandatory training
- Previous facility operations experience is desirable
- Employment contingent on a satisfactory employment history and criminal background investigation.
- Must maintain all certifications required for employment

**HOURS:**               Monday-Thursday 7:30am-11:30am, 4pm-8pm

**HOURLY RATE:**     \$8.20

**AVAILABILITY:**    ASAP