



EASTERN MICHIGAN UNIVERSITY
STUDENT RECREATION
INTRAMURAL DEPARTMENT

4TH FLOOR ATTENDANT

PAYRATE: \$9.65/hour

BASIC FUNCTION

The 4th Floor Attendant will assist in basic custodial duties such as sweeping, dusting and cleaning machines and other equipment to keep the facility clean. The assistant will work in the weight room, cardio room, and on the fourth floor to ensure the cleanliness of the machines and equipment in this area.

REQUIREMENTS

Communication

- Interact positively with supervisors and coworkers
- Seek out answers to questions and communicate prior to any problems
- Take direction/criticism well and deliver direction/criticism effectively

Attitude

- Must work well with others
- Have a positive demeanor and treat all people as individuals

Customer Service

- Maintain professional appearance and display the appropriate REC/IM uniform with name badge
- Represent EMU positively
- Seek out positive, intentional interactions with the patrons and coworkers
- SMILE

Performs Job Tasks

- Clearly understand job expectations
- Be able to report to the shift on time and report any shift adjustments in a timely manner
- Have a willingness to cover for a coworker when possible and complete the trade on *whentowork.com* software
- Handle emergencies/crisis calmly and efficiently
- Be able to understand and perform all policies and procedures

DUTIES

- Meet Eastern Michigan University requirements for student employment on campus
- Learn, comprehend, and practice all policies and regulations of the REC/IM
- Remain informed of new issues and concerns by reading information in direct emails sent to your *my.emich* and *WhenToWork* accounts daily
- Attend all posted mandatory training and staff meetings
- Honor contracted schedule of hours by adhering to all attendance policies, as stated in the REC/IM Student Employee Handbook. It is the responsibility of the individual to find a substitute to cover a shift that he/she/they cannot work
- Responsible for information in Student Employee Handbook

- Assist the building supervisor and/or professional staff with special projects and assignments as needed
- Report to work 5 minutes prior to shift changes, to receive special instructions
- Agree to stay off personal cell phones and other electronics while on duty
- Responsible for basic custodial duties in the facility which includes, but is not limited to, cleaning machines, equipment, and mats, sweeping, dusting, moving furniture and other items

SUPERVISION RECEIVED

Supervision is received from Graduate Assistant of Fitness Programs and Building Supervisor.

QUALIFICATIONS

Ability to perform light housekeeping tasks independently with a positive attitude.