



**EASTERN MICHIGAN UNIVERSITY
STUDENT RECREATION
INTRAMURAL DEPARTMENT**

BUILDING & EVENT SERVICES ASSISTANT

PAYRATE: \$9.65/hour, select shifts may be eligible for special event pay

BASIC FUNCTION

The Building & Event Services Assistant will have opportunities to work with all aspects of Rec/IM operations to help learn and develop future career skills in facilities and event operations. Additional tasks outside of what is listed below will be assigned by the graduate assistant team and departmental, professional staff members.

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

- Facility maintenance (including basic custodial duties such as dusting, mopping, and grounds duties such as power washing and painting)
- Cleaning and sanitizing fitness equipment
- Set up, coverage, tear down, and cleanup of events at the Rec/IM, Jones and Club Pools, Softball Fields, Fletcher Field, and University Park/Lakehouse
- Responsible for area walk-through coverage and documentation of maintenance
- Follow proper Lakehouse opening, event coverage, and closing procedures
- Notify student supervisor of building accidents, incidents, or injuries that required documentation and willing to provide assistance in the response and documentation process

- Attend all posted mandatory training and staff meetings
- Perform other work duties as assigned to include but not limited to light cleaning, reracking of weights, and other 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
- 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
- Maintain neat appearance and wear proper staff uniform while on duty
- 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

SUPERVISION RECEIVED

Supervision is received from the Assistant Director of Student Personnel, Graduate Assistant of Facility Operations, and student building supervisor.

QUALIFICATIONS

- Sports Management major/minor preferred but not required
- Hardworking and self-motivated individual is desired
- Comfortability in accomplishing tasks and problem solving independently
- Must be able to work a flexible schedule to include academic breaks, evenings, weekends, and extended hours
- Adult CPR, AED, and Standard First Aid certification or ability to get certified within 90 days of hire is required (class opportunities offered through Rec/IM)

PHYSICAL REQUIREMENTS & CONDITIONS

- Frequent standing/walking
- Occasionally climb at heights 4-10 ft. (ladders, scaffolds or other), reach/work above shoulders, kneel/crawl, sort/file paperwork or parts, exposure to noise > 80dB TWA
- Must be able to lift/carry/push/pull at least 45lbs repeatedly