OPERATIONS ASSISTANT

PURPOSE

SRC Operations Assistants are responsible for cleaning all SRC equipment, specifically weight and cardiovascular equipment, assisting with routine maintenance of equipment and facilities, event set-up and take-down and providing occasional custodial duties. Additionally, the staff is responsible to ensure equipment and facility safety, cleanliness, and readiness for use.

SUPERVISORY DUTIES AND RESPONSIBILITIES

• None

PROGRAMMATIC DUTIES AND RESPONSIBILITIES

• Clean all weight and cardiovascular equipment daily to remove dust, sweat, and stains.
• Inspect all weight and cardiovascular equipment daily by testing each piece of equipment for safe operating condition (visually inspecting for wear, testing all features, listening for unusual noises, etc).
• Clean and maintain tennis courts and sand volleyball courts weekly or as needed.
• Perform minor, routine maintenance and repair of a variety of SRC facilities and equipment
• Prepare SRC facilities for reservation & rental events (floor covering, chairs, etc.) and return facilities to non-event status.
• Assist with laundry operations.
• Perform light, occasional custodial duties when full-time custodians are not available.
• Document the completion of all assigned tasks.
• Keep all SRC facilities organized, clean, and inviting.
• Communicate maintenance, custodial, or security issues to appropriate SRC personnel.
• Educate participants and student staff; adhere to, and enforce, all policies and procedures.
• Maintain familiarity with evacuation plans and assist during major emergencies.

ADMINISTRATIVE DUTIES AND RESPONSIBILITIES

• Provide support to the Director and Coordinators on specific projects as needed and assigned.
• Represent the SRC and CSUB in a professional manner and act as an SRC ambassador at all times.
• Serve as a role model to other student staff and participants.
• Provide positive public relations and policy education to participants.
• Attend and contribute to all mandatory staff meetings, workshops, and retreats.
• Provide a friendly, inclusive, service-oriented environment for all staff and participants.
• Demonstrate awareness of, and appreciation for, individual uniqueness and diversity.
• Maintain a positive relationship with staff and co-workers.
• Demonstrate commitment to student development and leadership.
• Maintain high standards and achieve high expectations.
• Maintain prompt hours and follow absence procedures.

QUALIFICATIONS

• Currently enrolled CSUB student with at least 8 undergraduate units and a minimum G.P.A. of 2.0, or graduate student with at least 4 graduate units and a minimum G.P.A. of 3.0.
• Previous maintenance, custodial, or gardening experience preferred.
• Experience/knowledge in methods, materials, and tools used in repair/maintenance projects.
• Ability/experience in the use of hand tools, vacuums and other equipment.
• Ability to perform physical labor (including lifting up to 40 lbs.).

Please Turn Page over for Additional Information
• Ability to be highly organized and have good planning skills.
• Ability to work independently and demonstrate time management skills.
• Certification in CPR, AED, and First Aid from either the American Red Cross or the American Heart Association within 30 days of hire.
• Genuine interest in a variety of individuals and commitment to providing quality service to diverse populations.
• Excellent oral and written communication skills.
• Candidates should be reliable, self-motivated, and should be able to solve problems and make decisions based on SRC mission and guiding principles.
• Willingness and ability to work early morning, night, weekend, finals, and quarter break hours.

CLASSIFICATION AND COMPENSATION
Student Assistant I - $10.00 per hour. 10-15 hours per week.

APPLICATION PROCESS AND DEADLINE
Applications can be found at the Student Recreation Center Welcome Desk, or online at http://www.csu.edu/reccenter/employment.shtml. Included in the application is the "Tips for Applicants" sheet that will help prepare candidates for the selection process.

Completed applications are due on mm/dd/yy by 5:00 p.m. to the Student Recreation Center Welcome Desk.