



JOB POSTING

UFV Athletics and Campus Recreation

Position Title: Facility Attendant – Front Desk Worker

Department: UFV Athletics and Campus Recreation

Location: Abbotsford (Envision Financial Athletic Centre) and/or Chilliwack (CEP Range & Oube)

Duration: Casual part-time (including potential evenings and weekends) – Start Date: **ASAP**

Wage: \$12.65+ 6% vacation pay + 4% in lieu of statutory holidays

Job Description

The Facility Attendant provides on-site facility supervision, enforces facility rules, makes equipment available to various users, aids in providing a safe and clean facility, and performs a variety of customer service and support functions.

Duties and Responsibilities

- Maintaining a level of knowledge of schedules, rates, policies and programs offered within the Athletic and Campus Recreation facilities
- Ensuring users follow facility rules and guidelines
- Monitor membership process. This includes selling memberships, filling out and filing proper documentation, and enforcing membership rules
- Receiving and processing payments (cash, debit and credit card)
- Answer incoming calls, and respond to or redirect inquires to appropriate staff
- Maintaining adequate inventory of equipment
- Laundry – both cleaning, drying, and folding
- Cleaning, dry mopping and vacuuming a variety of different areas in the facilities
- Preparing facility space for internal and external user groups (setting up nets, fitness equipment, basketball hoops, protective mats, tables/chairs etc.)
- Routinely examine equipment used and inform Operations Coordinator of repair needs
- Carry out additional tasks specifically given by Operations Coordinator

Qualifications

Successful candidate will be a UFV student and demonstrate a high-level of professionalism, strong communication skills, assertiveness and the ability to take initiative. Individuals with experience working in a fitness setting or who have Personal Training certifications will be given priority, CPR/AED certification is an asset

How to apply

Submit one pdf document (cover letter and resume) via email to Stacie Anaka - stacie.anaka@ufv.ca. Referencing job title in subject line.