

C. William Stromberg Complex Student Facility Supervisor

Position Description

C. William Stromberg Complex • Weber State University

Title: Student Facility Supervisor

Department: HPHP/Stromberg Complex

Reports to: M , bM \$ M ; M M

Appointment: Academic year 2016-17

Start Date: July 1, 2016

Remuneration: Hourly Pay beginning at \$11.00/hr

Anticipated Commitment: 10-20 Hours/Week

Position Summary

This position will work closely with Complex Attendants, Event Managers, Office Assistants, other Facility Supervisors, the Facility Manager, and members and guests. Responsibilities will include the supervision of the entire Stromberg Complex (including Swenson Gym, Wildcat Arena, PE Field, PT Fields, and the Lower Quad), completing all transactions with members with attention to detail and customer service, and being accountable for all monetary transactions. This position will require morning, afternoon, night and weekend hours.

Responsibilities

- A. Open/Close the Complex properly
- B. Perform hourly counts of participants in the various areas of the Complex
- C. Complete Daily Facility Manager Report
- D. Ensure cleanliness of the facility
- E. Manage rotation of Attendants between the Front Desk and the Customer Service Center
- F. Make sure the Complex always has clean towels for its members and guests
- G. Handle monetary transactions (i.e. sale of daily passes, collection of rental transactions, etc.)
- H. Effectively check-out/check-in equipment to members and guests
- I. Execute the Complex Emergency Action Plan when appropriate.
- J. Collect liability waivers from first-time Complex users
- K. Maintain a high level of customer service for all patrons
- L. Assist patrons in answering questions about the Complex, programs, etc. and/or directing them to a professional staff member that can assist them
- M. Make sure all required paperwork is completed in its entirety (i.e. accident/injury reports, etc.)
- N. Ensure all members have the proper identification for entry to the Complex
- O. Ensure all guests are sponsored by a current member
- P. Communicate effectively with other Facility Managers regarding scheduling, patron requests, customer service concerns, etc.
- Q. Enforce all Complex policies & procedures
- R. Conduct m P.
- V. Daily check of all equipment for safety and functionality
- W. Actively recruit potential employees
- X.

Minimum Qualifications and Conditions of Employment

- A. Must be a student enrolled at Weber State University
- B. Maintain a minimum cumulative grade point average of 2.00 or higher before and during employment.
- C. Must be able to attend spring and fall training activities.
- D. Must be able to lift up to 25 lbs
- E. CPR/First Aid/AED Certified
- F. Strong organizational skills and leadership experience is desirable.
- G. Possess the ability to work as part of a team
- H. Have the ability to problem solve