

Operations Assistant Position Overview

Position Summary

Operations Assistants are responsible for cleaning and maintaining Campus Recreational Sports equipment/facilities, as well as providing support for special event functions, moving, and set-up. Strenuous physical effort and lifting are occasionally required. Operations Assistants work at the SRSC, Bill Garrett Fieldhouse and other locations for special events. Team members should be prepared to perform work in all weather conditions and work environments.

Specific Responsibilities:

- Conduct proper and thorough cleaning of equipment, shared spaces, and common-use objects while updating related logs as appropriate.
- Maintain a working knowledge of all Recreational Sports programs and services.
- Assist with set-ups of programming, services, academic classes, and special events.
- Deliver quality customer service to all participants, program participants, and visitors.
- Attend all Operations team meetings and trainings.
- Other duties and projects as assigned.

Required Skills/Qualifications

- Willingness to learn, give and receive constructive feedback.
- A desire for professional and educational growth.

Benefits of employment with Campus Recreational Sports

- Development of transferable skills such as communication, flexibility, time management, problem solving and critical thinking, that will contribute to continued professional development.
- Opportunity to get to know and work more closely with a variety of rec sports staff and participants.
- Flexible schedule.
- Working in a team environment.

Starting Pay Rate: Starting salary: \$12.00/hour.

