



Position Description Student Building Attendant

Responsibilities

- Perform basic custodial maintenance of buildings to include cleaning, sweeping, mopping, and dusting.
- Replenish soap and paper products in restroom and locker room facilities.
- Empty and remove trash from receptacles when needed.
- Perform room and facility checks on a regular basis.
- Assist with facility reservation set-ups, tear down and clean up.
- Assist with set-ups involving audio/visual equipment, event set-up with tables, chairs, stage and sound as requested.
- Clean rooms and furniture as instructed by supervisor.
- Enforce Campus Recreation policies and procedures in a fair, prudent and professional manner.
- Ensure the security of participants, the facility and equipment.
- Assist with emergency situations and evacuations as they arise.
- Assist with resolving disputes and minor problems.
- Perform other duties as assigned.

Expectations

- Present a professional appearance and attitude.
- Maintain a high standard of customer service.
- Maintain a high standard of facility cleanliness and care.
- Demonstrate strong initiative and ability to work independently.
- Demonstrate an understanding of diversity.
- Act an ambassador for Campus Recreation both at work and away.

Minimum Qualifications

- Must be currently enrolled at UTSA with a minimum overall GPA of 2.00.
- The ability to make professional decisions for everyday and emergency situations.
- First Aid, Adult CPR and AED certified.

Working Conditions

- Maximum hours allowed per week are 19 (average 15)
- Work will take on the 1604 Campus in the Recreation Center and Rec Field House.
- Work shifts include morning, afternoon, evening and weekend hours.
- Some required holiday hours.

Pay Rate

- Starting pay: \$8.00/hour