

**The Ohio State University  
POSITION DESCRIPTION**

Name:	Position #:	00099499 (Active)
Employee ID:	Jobcode/Classification:	7968 Student Assistant
Effective Date: 12/15/2013	Working Title:	Facility Assistant – JORC/ NRC

Class Indicator:	Student	Position Status:	Approved
Salary Admin Plan/Range:	STD / 01	Status Date:	12/26/2013
FLSA Status:	Nonexempt	Headcount:	100
Senior A & P:	No	Target/Hiring Range:	\$8.15 per hour
Reg/Temp/Term:	Temporary	Long Term Closure Code:	Standby
Full-Time/Part-Time:	Part-Time	Short Term Closure Code:	Standby
Appointment Length:	52/52 Weeks	Standard Hours:	10

College/VP Office:	Office of Student Affairs	1) Reports to Position #:	00023967
Department:	D4560 Rec Sports Admin	Working Title:	Sr. Assoc. Director-Rec Sports
Position Organization:	45602 Rec Sports Facility Operations	2) Reports to Position #:	
		Working Title:	

Detailed Job Description:

The Facility Assistant (FA) is our entry level position. They greet members with enthusiasm and provide excellent customer service to all members. FA's are responsible for monitoring facility access, ensuring all members have proper identification, helping keep the facility in excellent condition through the completion of the daily tasks and cleaning checklists, and promoting safe and courteous behavior while enforcing facility regulations. This position lays the foundation for promotion to Facility Manager. The FA's are also responsible for working toward earning CPR, First Aid, AED certifications with in one semester of employment.

Duties Description:

Duty Pct	Duty Description
90	<p>The Facility Assistant (FA) enthusiastically greets members and provides excellent customer service to all members. FA's are responsible for monitoring facility access, ensuring all members have proper identification, helping keep the facility in excellent condition through the completion of the daily tasks and cleaning checklists, and promoting safe and courteous behavior while enforcing facility regulations. This position lays the foundation for promotion to Facility Manager. The FA's are also responsible for working toward earning CPR, First Aid, AED certifications.</p> <ol style="list-style-type: none"> <li>1. Provide excellent customer service</li> <li>2. Responsible for the safety and security of the facility by checking all members in and verifying their membership status.</li> <li>3. Respond to all member/guest questions both in person and by answering the telephone</li> <li>4. Accountable for selling daily guest passes and completing all necessary paperwork</li> <li>5. Enforce JORC/NRC Member Policies</li> <li>6. Complete daily tasks as assigned</li> <li>7. Monitor all facility spaces</li> <li>8. Assist in set up for various activities and special events</li> <li>9. Monitor Lost &amp; Found log and storage</li> <li>10. Pick up loose trash</li> </ol>
10	Other duties as assigned.

