

**The Ohio State University
POSITION DESCRIPTION**

Name:	Position #:	00100092 (Active)
Employee ID:	Jobcode/Classification:	7968 Student Assistant
Effective Date: 3/23/2014	Working Title:	Facility Assistant-ODFM

Class Indicator:	Student	Position Status:	Approved
Salary Admin Plan/Range:	STD / 01	Status Date:	4/21/2014
FLSA Status:	Nonexempt	Headcount:	25
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 is the entry level position for all ODFM employees. While it is considered entry level, it is essential that the FA take complete pride in their position and strive to do the best job possible on a daily basis. The FA is to assist completing all activities each night and ensure that the FM and SFM are completing their duties as well as continuing to help you grow as an employee. We encourage all FA's to pursue leadership activities and show the desire to move up in the ODFM hierarchy. Along with helping complete all items on the daily checklists we encourage FA to engage in exercises with other staff members to further hone the skills needed to complete the job moving forward. FA's are eligible for promotion to the FM role after two semesters with ODFM.

Duties Description:

Duty Pct	Duty Description
90	<p>The Facility Assistant is the entry level position for all ODFM employees. While it is considered entry level, it is essential that the FA take complete pride in their position and strive to do the best job possible on a daily basis. The FA is to assist completing all activities each night and ensure that the FM and SFM are completing their duties as well as continuing to help you grow as an employee. We encourage all FA's to pursue leadership activities and show the desire to move up in the ODFM hierarchy. Along with helping complete all items on the daily checklists we encourage FA to engage in exercises with other staff members to further hone the skills needed to complete the job moving forward. FA's are eligible for promotion to the FM role after two semesters with ODFM.</p> <ol style="list-style-type: none"> 1. Provide excellent customer service 2. Responsible for the safety and security of the facility by roving throughout shift. 3. Respond to all member/guest questions both in person and by answering the telephone 4. Check out equipment for the benefit of Rec Sports members. 5. Enforce ODFM Mutual Respect Policies 6. Complete daily tasks as assigned 7. Assist in set up of facility spaces for various activities and special events 8. Monitor Lost & Found log and storage 9. Respond to all injuries or accidents in park spaces and provide care when appropriate. 10. Pick up loose trash
10	Other duties as assigned

