**Facility Supervisor**

**Position Description:** The Facility Supervisor will assist in the management of the HPER Building, Mitchell Street Sports Complex, and the UREC Tennis Center during weekdays, weeknights, and weekends. This position will be responsible for checking appropriate e-mail and calendar requests to ensure event set ups and break downs are completed; assisting UREC members with accidents, injuries, and incidents as needed; assisting the student manager with weeknight closing duties, as well as assisting in the resolve of conflict with UREC members; upholding UREC policies and procedures while conducting regular building checks; monitoring hallways and activities; and assisting in ensuring staff coverage for various UREC part time positions.

**Specific Responsibilities:**

* **Customer Service:**
  + Provide quality customer service to UREC patrons, HHPR Faculty, and UREC Staff in a variety of methods including providing equipment, information, laundry services, and reservations
  + Provide accurate information to UREC patrons
  + Resolve any conflicts between staff, members, and non-members
* **Security:**
  + Serve as a direct point of contact and communication link during the emergency action plan and during all accidents, incidents, and situations that require security
* **Equipment and Laundry:**
  + Maintain proper policies and procedures for equipment checkout
  + Ensure equipment checkout system is kept organized
  + Assist Service Center staff with duties as assigned regarding equipment
  + Assist Service Center staff complete laundry responsibilities
* **Other Program Responsibilities:**
  + Assist the Student Manager with closing and opening duties
  + Assist with external event equipment requests and special event equipment orders for UREC programs
  + Assist with Service Center inventory and cleaning days
  + Assist and report any patron, personnel, or building issues at HPER, Mitchell Street Sports Complex, UREC Tennis Center, or UREC FC during shifts
  + Other duties as assigned.

**Minimum Qualifications:**

* Current University of Arkansas student
* Must possess Pediatric & Adult First Aid, CPR, and AED certification or be able to obtain certification within 40 days of hire (UREC will provide a certification opportunity, if needed)

**Required License(s), Certification(s), & Background Checks:**

* Pediatric & Adult First Aid, CPR, and AED certification or be able to obtain certification within 40 days of hire (UREC will provide a certification opportunity, if needed)

**Preferred Qualifications:**

* Experience working in the Department of University Recreation
* Experience using InnoSoft Fusion software
* Experience working with sport equipment and/or inventory systems
* At least one year of customer service experience
* At least one year of sales experience

**Physical Activities Associated with this Position:**

The following physical activities are associated with the position and will be performed with or without an accommodation. All individuals are encouraged to apply.

* Lifting of heavy or awkward objects
* Hearing- Constantly
* Driving, grasping, manipulating items, reaching, repetitive motion, standing, talking, walking- Frequently
* Balancing, climbing, crawling, crouching, feeling, kneeling, lifting, pulling, pushing, handling of sharp objects, sitting, stooping- Occasionally
* Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Visual Acuity:**

Employee is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, general laborer, lab personnel, etc.) or to make general observations of facilities or structures (i.e., security guard)

**Skills Obtained:**

* Creative thinking
* Obtaining and processing important information
* Strong work ethic
* Conflict management
* Supervision
* Customer service
* Planning, organizing, prioritizing
* Responsibility, dependability, accountability
* Interpersonal skills
* Flexibility/adaptability
* Analytical skills
* Initiative
* Leadership
* Verbal communication
* Written communication
* Teamwork/collaboration
* Critical thinking/problem solving

**Work Schedule & Compensation:**

* 10- 20 hours per week; variable schedule that may include morning, evening, weekend, and holiday shifts; $12.50/hour

**Supervision:** This position is supervised by the Facilities Coordinator in UREC.

**Application Process:** Applicants must apply through <http://jobs.uark.edu>. Deadline to apply is <insert date>.