

Outdoor Facilities Assistant Job Description

TITLE: Outdoor Facilities Assistant

ROLE:

- The Outdoor Facilities Assistant is responsible for assisting with the Allerton Sports Complex day-to-day operations.
- Main responsibility includes providing customer service and maintaining sanitary work conditions while providing the best service, product, and interaction with our customers.
- Secondary responsibilities include providing quality food and beverages to customers while maintaining proper food handling procedures required by law.

SUMMARY OF RESPONSIBILITIES: The Outdoor Facilities Assistant position supports the Outdoor Facilities Supervisor position. This is a student employee entry level position, so prior experience is not necessary. Have basic knowledge of sanitary food preparation, cleanliness, cash handling, and customer service. Be responsible for cleanliness of the concession stand, refrigerators, storage area, restrooms, trash receptacles, and player dugouts. At the end of the night remove bases and plug base holes. Handle conflict and respond to medical/urgent situations. Responsible for assisting with any injuries or notifications of EMS for life threatening injuries. Responsible for assisting the supervisor for removal of participants from the field at the start of inclement weather. Responsible for stocking and inventory of food and beverage items. Keep accurate inventory and ensure proper cash handling procedures. Provide assistance to the supervisor with any necessary setting up or taking down of equipment. Engage in professional communication with all patrons and co-workers. Contribute positively to an inclusive environment. ***Please refer to the bottom of this job description to view more detailed examples of job responsibilities and how they align to your personal & professional development.**

PAY RATE: \$10.75 per hour with opportunities to earn promotion and higher pay rate.

TYPICAL WORK SCHEDULE AND HOURS:

- Assigned work hours are determined by program schedules and seniority.
- Must be able to work **weekends** and various evening hours throughout the week.
- Primary hours are weekends between 7 a.m. and 10 p.m. and some weekday hours, typically between 5 p.m. and 11 p.m.
- This is a seasonal position from April through October and may lead to additional employment opportunities during the academic year.
- Outdoor Facilities Assistant is expected to work 15-20 hours per week.
- Student employees can work a maximum of 28 hours per week (domestic) and 20 hours (international) per week.

APPEARANCE AND DRESS: The Outdoor Facilities Assistant will be provided a RecWell staff uniform shirt and name tag to always be worn while on duty. All-weather jackets will be provided to provide to protect employees from cold and rain while on duty. Other uniform requirements, which are not provided by RecWell, closed-toe athletic shoe, khaki shorts, khaki pants, and jeans. All employees shall wear a uniform that fits properly, is clean, free of stains, not damaged or excessively worn or faded, and bottoms with no rips or holes.

SUPERVISOR(S): Reports to the Associate Director, Program Coordinator, and the Outdoor Facilities Supervisor.

MINIMUM QUALIFICATIONS:

- Must be able to work **weekends** and various evening hours throughout the week.
- Must possess strong customer service skills.
- Work both independently and collaboratively with others in diverse working groups to achieve common goals.
- Strong verbal communication skills with coworkers, supervisors, and all RecWell patrons and guests.
- Ability to positively create a welcoming environment for all and maintain a positive attitude at work.
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.

- Demonstrating an articulation of one's own personal and professional goals, strengths, and weaknesses, and how this work experience will be a growth opportunity.

HOW TO APPLY: Interested candidates must apply through Handshake.

QUESTIONS? Contact Jim Underwood at junderw3@kent.edu

SUMMARY OF OUTDOOR FACILITIES: Outdoor Facilities falls under the Competitive Sports umbrella for a variety of programs and services through Recreation and Wellness Services. Outdoor Facilities include the Student Recreation Fields (SRF), which are utilized by intramural and club sports on a regular basis. They are also available for general use and rentals. SRF includes the following spaces: two lighted, multipurpose (soccer) fields, two non-lighted tennis courts, two non-lighted basketball courts, picnic pavilion, restrooms, and equipment storage building. The Allerton Sports Complex (ASC) is utilized by intramural, club sports, and community leagues. ASC includes the following spaces: four lighted softball fields, concession stand, restrooms, and equipment storage buildings. Other Outdoor Facilities include outdoor sand volleyball courts, additional basketball courts, and a championship designed disc golf course.

OTHER REQUIREMENTS AND EXPECTATIONS:

- **Background Check:** Must obtain a background check outlined by the department prior to employment. All offers of employment at RecWell are contingent upon clear results of a thorough background check (will be provided upon hire at no cost). A plea of guilty to, a finding of guilty by a referee, jury or court of, or a conviction of any of the following shall disqualify an individual from being eligible for employment with Recreation and Wellness Services.
 - (1) A felony. (2) A sexual offense, as defined in chapter 2907 of the revised code. (3) An offense of violence, as defined in section 2901.01(A) (9)(a) of the revised code. (4) A theft offense, as defined in section 2913.01(K)(1) of the revised code. (5) A drug abuse offense, as defined in section 2925.01(G) of the revised code. (6) Substantially comparable conduct to (1) through (5) above, occurring in a jurisdiction outside the state of Ohio.
- **Standard Trainings:** Become certified in American Red Cross CPR/AED / FA for the Professional Rescuer, Mental Health AID Training, Bloodborne Pathogen Training, and other trainings as assigned (will be provided upon hire at no cost).
- **Department Trainings:** Attend all new hire orientation trainings, department (semesterly) and area trainings (monthly), and other trainings (in person and online) as needed.
- **Certifications:** Maintain all valid certifications that are required of your position and abide by FERPA / HIPPA.
- **Communication Expectations:** Adhere to communication deadlines and expectations set forth by your area supervisor or other professional staff members, including answering emails, text messages, and phone calls in a timely manner (24-48 hours).
- **Work Flexibility:** Ability to work a flexible schedule, including non-traditional work hours, and practice good time management skills.
- **Working Week Limit:** Abide by the hourly work week limit of 28 hours maximum per week in all on campus jobs combined. For international students, this number is 20 hours per week when classes are in session, and 28 hours per week when classes are not in session (summer, spring break, and winter break).
- **Emergency Response:** Ability to respond to an emergency, as outlined in the Emergency Action Plan.
- **Clean, Safe, Organized Workstation:** Maintain a clean, organized, and safe workstation and environment for student employees, patrons, and all others.
- **Policies and Procedures:** Abide by all other policies and procedures outlined by Recreation and Wellness Services, the Division of Student Life, and Kent State University.
- **Commitment and Congruency:** Commitment to Recreation and Wellness Services' mission, team culture, and values and aligning oneself with them.

ABOUT RECREATION AND WELLNESS SERVICES:

- **MISSION STATEMENT:** Recreation and Wellness Services is committed to providing equitable co-curricular experiences through a culture of learning, growth, and well-being in a supportive and welcoming environment.
- **TEAM CULTURE:** Well-being, Supportiveness, Flexibility, Inclusivity, Integrity, and Positive Attitude.
- **VALUES:** Belonging, Development, Integrity, Quality, and Safety.

EQUAL OPPORTUNITY: We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

AVAILABLE RESOURCES:

- [Kent State University Career Exploration and Development \(website\)](#)
- [How to Write a Resume \(website\)](#)
- [How to Write a Cover Letter \(website\)](#)

NACE COMPETENCIES FOR A CAREER – READY WORKFORCE: The [National Association of Colleges and Employers](#) developed a definition for career readiness and [identified eight key components](#) to prepare college students for a successful transition into the workplace. These are some more examples of how this position will allow you to grow in each of these competencies. Some examples are “Professionalism” and “Critical Thinking”. This position’s job responsibilities will allow you to grow in each of these competencies. Please see below. Please also visit [this link](#) to see how working in the department will allow you to grow in these skillsets.

Job Responsibilities	Career & Self Development	Communication	Critical Thinking	Equity& Inclusion	Leadership	Professionalism	Teamwork	Technology
Job Responsibility 1: Provide a safe environment for customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Responsibility 2: Maintain sanitary concession conditions to ensure quality service to our customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job Responsibility 3: Must be self-motivated and able to work unsupervised at times.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Responsibility 4: Demonstrate flexibility with work schedule during unpredicted weather delays.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job Responsibility 5: The use of concession appliance equipment, and tools to perform job duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>