Head Attendant (Level Two)
Operations and Member Services

Opened in the summer of 2003, the Morris Recreation Center is a $12 million state-of-the-art recreation facility that is a focal point of campus life at A&M Commerce. The facility features the following activity areas: two multi-purpose basketball courts, a 45 foot climbing and bouldering wall, three lane jogging track, four multi-purpose racquetball courts, large fitness room with cardiovascular machines and weight equipment, fitness activity room, classroom, lounge, and men's and women's locker rooms. The outside area includes: heated leisure pool, two-tier hot tub, two sand volleyball courts, two outdoor basketball courts, picnic tables, barbeque pits, and a sunbathing area.

Our Mission:

The Department of Campus Recreation enriches student life and promotes wellness for the University and community by providing diverse recreational opportunities, facilities, and educational programs.

Primary Function: To provide assistance with facility access, equipment checkout, and risk management at front desk and weight room areas, as well as handle all cash handling responsibilities.

Position Primary Responsibilities:

- Responsible for cash handling and reconciliation.
- Assist on duty Operations Manager in all aspects of facility management.
- Assist all patrons in facility access as well as equipment checkout.
- Coordinate all laundry services for the facility and department.
- Answer any inquiries and questions concerning the facility, department, and university.
- Enforce all facility, department, and university policies.
- Attend all required staff meetings.
- Assist in overall implementation of the recreation customer service model.
- Assist in the sanitation of all weight room and cardio equipment as well as assist in risk management.
- Maintain all records, forms and associated paperwork within Operations and Member Services.
- Utilize opportunities set forth by the department for personal and professional development.
- Other duties as assigned.

Required Qualifications: Applicant must be customer service oriented with an emphasis on team work and initiative. Must be current student in good standing with the university and be able to work a minimum of twelve hours a week.

Preferred Qualifications: Individuals with customer service backgrounds; CPR, First Aid, and AED certifications.

Supervision: This position reports directly to the Graduate Assistant and Assistant Director of Operations and Member Services and is also managed by the Associate Director of Operations and Member Services.

Application/Selection Process: Applicants must submit a completed application and resume to the Morris Recreation Center front desk. Applications will be reviewed as positions become available. Selected individuals will be contacted for further information.

Compensation/Opportunities for advancement: Selected individuals will need to present a government ID as well as a social security card or passport as well as pass a background check in order to be employed by the department. Pay schedule can be found on the Human Resources website.