

**Job Description**  
**Floor Supervisor Student Staff**  
**University of Houston - Campus Recreation**  
**Part-Time Employment**

<b>Position:</b>	Floor Supervisor
<b>Employment:</b>	Part-Time – 20 hours week
<b>Available for Employment:</b>	University of Houston Main Campus Students
<b>Pay Rate:</b>	<u>7.25</u> per hour

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This highly visible, customer service oriented staff will be first contact with most court injuries, assist with facility upkeep, assist with patron locker situation, enforce facility policies and procedures, and provide general information about Campus Recreation. Each Floor Supervisor employee will be expected to provide service to the members in the following areas:

**Floor Supervisor**

- Perform the majority of the daily customer service related business
- Maintain positive customer relations
- Supervise patrons involved in informal recreational play
- Organize set-ups/ take downs for informal recreation, intramurals, and special events
- Respond to, call Building Coordinator, and report incidents/injuries
- Enforce facility policies and procedures
- Offer assistance, explain policies, and provide information on the Department of Campus Recreation programs and facilities
- Provide facility tours
- Issue and maintain an accurate inventory of facility upkeep equipment and towels
- Maintain an efficient work area for patrons of the facility
- Complete daily reports
- Assist with facility opening/closing procedures
- Pick up trash
- Sweep all wooden floors (gym, multipurpose rooms, racquetball, squash) and the MAC
- Follow established emergency action plans
- Constant communication with the Building Coordinator
- Other job related duties as assigned by professional staff

**Qualifications and Expectations**

1. Must be a student at the University of Houston – Main Campus
2. Enjoy working with the public
3. Be punctual, dependable, and trustworthy
4. Must be available for 3-5 hour time blocks during facility hours. This may include some weekend or holiday hours
5. Must be willing and able to enforce all policies of the Department of Campus Recreation
6. Must have clear and comprehensive communication skills
7. Must have computer knowledge
8. Certified in American Red Cross Community First Aid and CPR within 30 days of being hired
9. Must have interpersonal skills
10. Must have a clean criminal history

**Chain of Command**

Floor Supervisor → Building Coordinator → Graduate Assistant → Coordinator → Associate Director → Director of Campus Recreation