



DIVISION OF STUDENT AFFAIRS

Maintenance Assistant

Job Title: Maintenance Assistant

Hourly Pay Rate: \$7.25

Job Summary

Maintenance Assistants are responsible for performing preventative maintenance of all fitness equipment at Fike Recreation Center and the Douthit Hills Fitness Center at Clemson University. Maintenance Assistants will assist in repairing fitness equipment, as well as participating in general facility maintenance and upkeep of facilities. This includes painting, small renovations, and other facility maintenance projects. Maintenance Assistants must obtain lay responder level CPR, AED, and First-Aid certifications or higher within 30 days of hire.

Employee Expectations

Maintenance Assistants will demonstrate outstanding customer service and high levels of professionalism. Assistants are expected to be mentally, physically, and emotionally prepared at all times to perform their job duties. Assistants shall demonstrate a willingness to positively interact with patrons as well as other student staff members in the department.

Qualifications / Certifications

- Previous experience working in customer service preferred
- Available for shifts Monday-Friday between 8 A.M. and 5 PM.
- Must hold a current American Red Cross certification in CPR/AED/First Aid, or be able to acquire certification within 30 days of hire
- Personal characteristics including: positive attitude, outgoing personality, attention to detail, and strong work ethic
- Perform some tasks that require physical labor, including the use of a ladder (once trained) and lifting plate weights of up to 45 pounds

General Job Responsibilities

- Consistently uphold all Campus Recreation department policies and procedures for participants and maintain employee expectations
- Attend all staff trainings, meetings, in-services, and shifts as scheduled
- Maintain up-to-date availability on employee scheduling software
- Remain visible and approachable to patrons whom have questions, concerns, and/or complaints and practice effective communication and conflict resolution
- Respond to emergencies and assist Recreation Supervisor to secure the building in the case of a facility-wide emergency
- Be alert to disorders, injuries, and inappropriate behavior and respond as trained or report to supervisor accordingly
- Demonstrate commitment to excellence, service, and professional appearance standards
- Maintain an accurate inventory of all equipment and report equipment needs supervisor(s)

- Complete daily equipment inspection
- Ensure equipment and storage area neat and organized
- Strive to obtain personal, professional, and departmental goals
- Check e-mail daily for departmental and staff updates and respond in a timely manner
- Complete semester evaluations and staff quizzes and/or surveys
- Other duties as assigned