



Equipment Room Attendant

Department: Brock Sports & Recreation
Direct Report: Walker Sports Complex -Facility Supervisors
Contact: Facility Manager - Brent Schulz, bschulz@brocku.ca
Planned Start Date: September
Training: Mandatory - September

Job Description

The **Equipment Room Attendant(s)** provide customer service to Brock University students, staff, faculty, and members of Walker Sports Complex during the regular facilities hours of operation (6:30 a.m.-11 p.m. Monday to Friday, 8 a.m.-8 p.m. Saturday, 8 a.m.-9 p.m. Sunday). The staff help maintain a safe, secure environment within Walker Sports Complex while promoting a positive and professional atmosphere for all users and guests at Brock University. The Equipment Room Attendant helps set up and maintain all equipment used by academic classes, varsity practices/games, bookings, intramurals, conferences, and special events. Staff also conduct numerous duties such as membership pass validation, general maintenance, inventory, laundry services, equipment and varsity uniform preparation, providing supervision of the Walker Sports Complex Facilities, and other duties as assigned by Brock Facility Supervisors.

Qualifications

- **MUST** be a current Brock University full-time undergraduate student (enrolled in at least three full courses) or graduate program.
- Hold current certifications in First Aid and CPR.
- Strong customer service experience & background - preferably in a recreational setting.
- Experience using database registration systems and cash handling
- Exceptional knowledge of the Walker Sports Complex facilities and programs.
- The ability to work effectively in a group/team setting and take responsibility for individual tasks.
- The ability to manage and juggle multiple tasks in a fast-paced dynamic environment.
- The ability to lift heavy objects (i.e., up to approximately 50 lbs.).
- By agreement with the Provincial Government, full-time graduate students are offered TAships with a maximum average of 10 hours per week for the duration of a given term. Full-time graduate students who wish to seek additional employment appointments for on-campus work (including TA or RA hours) that result in more than an average of 10 hours per week must first seek and obtain the approval of their Supervisor, the Graduate Program Director, and the Dean of Graduate Studies.

Expectations of Student Staff

- Provide excellent customer service and promote the Walker Sports Complex to all users and guests.
- Commit to a minimum of eight hours per week including early mornings, evenings, weekends, and holidays.
- Arrive for scheduled shifts on time.
- A proper uniform and a nametag must be worn while on duty.

- Mandatory attendance and participation at all training and in-service sessions on a monthly basis.
- Copies of current First aid and CPR certifications must be provided prior to working.
- Job evaluations will be performed on a regular basis semiannually.
- It is the responsibility of every employee of the University to be aware of their obligations and work in compliance with the provisions set out by the Occupational Health and Safety Act. All employees must complete either the Brock University Health and Safety online training module or the Ministry of Labour training.

Training Required

Employees are required to comply and complete below mandatory online training through Brock's Brightspace site.

FIPPA -All Brock employees are required to comply with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA).

Health and Safety -All Brock employees are required to complete online training to comply with related safety legislation.

Workplace Violence Training -All Brock employees are required to complete online training to comply with Workplace Violence related legislation.

AODA -All Brock employees are required to complete the Accessibility for Ontarians with Disability Act's online training to comply with related legislation.

GHS -Equipment Room staff are required to complete the Globally Harmonized Systems training online training module (formerly WHMIS).

Our Commitment

Brock University is actively committed to diversity and the principles of Employment Equity and invites applications from all qualified candidates. Women, Indigenous peoples, members of visible minorities, and people with disabilities are encouraged to apply. We will accommodate the needs of the applicants and the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the selection process, as outlined in the Employee Accommodation Policy(https://brocku.ca/webfm_send/39939).

Please advise Brent Schulz, bschulz@brocku.ca to ensure your accessibility needs are accommodated through this process. Information received relating to accommodation measures will be addressed confidentially. All employees must complete the required online training modules prior to commencing employment.