

CAMPUS REC

Facility Services Staff

8-12 Hours/Week • \$16.63/Hour

1-2 Positions Available – Start Date: As soon as possible

We accept Federal Work Study Applicants, but not required

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community. We strive to create a healthy, happy and engaged Portland State community.

The Facility Services Team Member Position is responsible for the day-to-day cleanliness of the fitness center, gym courts and multi-purpose studios in the ASRC. This consists of sweeping, vacuuming and mopping spaces and wiping down the base of fitness equipment. Campus Rec feels that cleanliness of the rec center space is a vital piece to overall customer services standards within the department.

Supervisor for this Position: Tyler Baker, Facility Operations, tylb@pdx.edu

Duties and Responsibilities

- Sweeping all basketball courts and multi-purpose rooms as well of the MAC Court and proper disposal of all debris that is accumulated.
- Vacuuming the perimeter of the gymnasium and multi-purpose rooms and table tennis area.
- Sweeping and vacuuming of the fitness areas in between and occasionally under machines.
- Dust and wipe down bases of fitness equipment.
- Clean glass and ledges on the MAC court.
- Wipe down window ledges throughout the facility.

Expectations

- Be familiar with all aspects of the cleanliness standards of the Student Rec Center.
- Be familiar with various cleaning products and other resources available to complete the tasks.
- Be able to follow a checklist of daily tasks to complete. Also, be able to identify tasks that need to be completed in the facility.

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Working Conditions

- Typical Working Hours: Weekday Mornings with occasional evenings and/or weekends.
- Location of Work: 1800 SW 6th Ave, Portland, OR, 3rd and 4th Floors
- Type of Work: Sweeping, Vacuuming and Dusting
- Attire: Campus Rec staff shirt, nametag, closed toed shoes

Minimum Qualifications

- Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
- Minimum 2.0 grade point average (undergrad) and 3.0 (graduate) and maintain good academic standing throughout employment
- Commitment to Campus Rec's mission, vision, values, and dignity statements
- Positive attitude
- Good communication skills
- Ability to work with people
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions.
- **Must successfully complete a background check**

Preferred Qualifications

- Experience working with diverse populations
- Strong interpersonal and communication skills
- Leadership experience
- Positive customer service skills
- Experience working in a fitness facility
- Self-motivation and good time management skills

Application Instructions

1. Complete our Campus Rec [Job Application](#), a [resume](#), and a [one-page cover letter](#) describing your interest in the position and any related experience.
 - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
 - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email [application, resume, and cover letter](#) (and any supplemental materials) as [PDFs](#) to the Campus Rec Jobs email at crecjobs@pdx.edu with the subject line stating "Position Name, Last Name."

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3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or email Chiki Kwong at ckwong@pdx.edu.

Performance reviews and evaluations are given annually for student employees. The process includes both a 30-minute review and written evaluation. Reviews are used as a professional development tool, to determine raises, to provide information for references, and can help determine corrective action regarding performance. Performance evaluations are one of the processes of supervision, and are not intended to replace feedback received during ongoing conversations or the disciplinary process.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity

Deadline for Submission: Sunday, February 22, 2026 at 11:59 p.m.