

Outdoor Facilities Assistant & Groundskeeper Job Description

TITLE: Outdoor Facilities Assistant & Groundskeeper

ROLE:

- The Outdoor Facilities Assistant & Groundskeeper supports daily operations at Allerton Sports Complex and ensures well-maintained RecWell grounds that meet program and guest needs.
- Responsibilities include providing excellent customer service while maintaining a clean and sanitary work environment, prepare and maintain outdoor field spaces, and serve quality food and beverages, ensuring compliance with food handling regulations.

SUMMARY OF RESPONSIBILITIES:

The Outdoor Facilities Assistant & Groundskeeper is an entry-level student position requiring no prior experience but benefits from basic knowledge of food safety, cleanliness, cash handling, and customer service.

Responsibilities include:

- Maintaining cleanliness of the concession stand, storage areas, restrooms, trash receptacles, and player dugouts.
- Removing bases and plugging base holes at closing.
- Managing conflicts and responding to medical or urgent situations, including assisting with injuries and EMS notifications.
- Assisting in field evacuations during inclement weather.
- Stocking, inventorying, and ensuring accurate cash handling.
- Setting up and taking down equipment as needed.
- Communicating professionally with patrons and co-workers.
- Contributing to a welcoming and positive environment.
- Operating maintenance equipment, tools, and vehicles.
- Mowing, trimming, edging lawns, raking leaves, weeding, and watering.
- Prepping infields and pressure washing surfaces.
- Maintaining storage buildings, fences, bleachers, and picnic tables.
- Lifting materials weighting 60-80 lbs., such as turf-ace and line chalk.

***For detailed responsibilities and their alignment with personal and professional development, refer to the end of this job description.**

PAY RATE: \$11.50 per hour with opportunities to earn promotion and higher pay rate.

TYPICAL WORK SCHEDULE AND HOURS:

- Work hours are based on program schedules and seniority.
- Must be available for weekends and varied weekday hours.
- Primary shifts: Weekends (7 a.m. – 10 p.m.) and weekdays (varied, typically 9 a.m. – 2 p.m. or 5 p.m. – 11 p.m.)
- Seasonal position (March-November) with potential for continued employment during the winter months.
- Expected to work 15-20 hours per week.
- Student employees may work up to 28 hours per week (domestic) and 20 hours per week (international) across all campus jobs.

APPEARANCE AND DRESS:

- RecWell provides a uniform shirt, name tag, and weather-appropriate outerwear for safety and protection.
- Required but not provided: Steel-toed boots (for Student Groundskeepers) or closed-toe athletic shoes (for Outdoor Facilities Assistants), khaki shorts, khaki pants, and jeans.
- Uniforms must fit properly, be clean, unstained, and free of damage, excessive wear, rips, or holes.

SUPERVISOR(S): Reports to the Associate Director, Assistant Director, and Recreation Program Coordinator.

MINIMUM QUALIFICATIONS:

- Must be available for weekends and varied weekday hours.
- Able to lift 60-80 lbs. (e.g., turf-ace, line chalk, materials).
- Strong customer service and verbal communication skills.
- Ability to work independently and collaboratively in unique teams.
- Maintain a positive attitude and create a welcoming environment.
- Communicate effectively and respectfully across different backgrounds.
- Understand and articulate personal and professional growth goals.

HOW TO APPLY: Interested candidates must apply through Handshake.

QUESTIONS? Contact Jim Underwood at junderw3@kent.edu

SUMMARY OF OUTDOOR FACILITIES:

Outdoor Facilities, part of Competitive Sports under Recreation and Wellness Services, support intramural, club, and community sports.

- **Student Recreation Fields (SFR):** Two lighted multipurpose fields, two non-lighted tennis-pickleball courts, two non-lighted basketball courts, a picnic pavilion, restrooms, and an equipment storage building. Available for intramural and club sports, rentals, and general use.
- **Allerton Sports Complex (ASC):** Four lighted softball fields, a concession stand, restrooms, and equipment storage buildings. Used for intramural, club sports, and community leagues.
- **Additional Outdoor Facilities:** Sand volleyball courts, basketball courts, and a championship disc golf course.

OTHER REQUIREMENTS AND EXPECTATIONS:

- **Background Check:** Must obtain a background check outlined by the department prior to employment. All offers of employment at RecWell are contingent upon clear results of a thorough background check (will be provided upon hire at no cost). A plea of guilty to, a finding of guilty by a referee, jury or court of, or a conviction of any of the following shall disqualify an individual from being eligible for employment with Recreation and Wellness Services.
 - (1) A felony. (2) A sexual offense, as defined in chapter 2907 of the revised code. (3) An offense of violence, as defined in section 2901.01(A) (9)(a) of the revised code. (4) A theft offense, as defined in section 2913.01(K)(1) of the revised code. (5) A drug abuse offense, as defined in section 2925.01(G) of the revised code. (6) Substantially comparable conduct to (1) through (5) above, occurring in a jurisdiction outside the state of Ohio.
- **Standard Trainings:** Become certified in American Red Cross CPR/AED / FA for the Professional Rescuer, Fraud Training, Bloodborne Pathogen Training, and other trainings as assigned (will be provided upon hire at no cost).
- **Department Trainings:** Attend all new hire orientation trainings, department (semesterly) and area trainings (monthly), and other trainings (in person and online) as needed.
- **Certifications:** Maintain all valid certifications that are required of your position and abide by FERPA / HIPPA.
- **Communication Expectations:** Adhere to communication deadlines and expectations set forth by your area supervisor or other professional staff members, including answering emails, text messages, and phone calls in a timely manner (24-48 hours).
- **Work Flexibility:** Ability to work a flexible schedule, including non-traditional work hours, and practice good time management skills.
- **Working Week Limit:** Abide by the hourly work week limit of 28 hours maximum per week in all on campus jobs combined. For international students, this number is 20 hours per week when classes are in session, and 28 hours per week when classes are not in session (summer, spring break, and winter break).
- **Emergency Response:** Ability to respond to an emergency, as outlined in the Emergency Action Plan.
- **Clean, Safe, Organized Workstation:** Maintain a clean, organized, and safe workstation and environment for student employees, patrons, and all others.
- **Policies and Procedures:** Abide by all other policies and procedures outlined by Recreation and Wellness Services, the Division of Student Life, and Kent State University.

- **Commitment and Congruency:** Commitment to Recreation and Wellness Services’ mission, team culture, and values and aligning oneself with them.

ABOUT RECREATION AND WELLNESS SERVICES:

- **MISSION STATEMENT:** We build communities of belonging by encouraging well-being through inclusive leadership, recreation, and wellness experiences.
- **TEAM CULTURE:** Well-being, Supportiveness, Flexibility, Integrity, and Positive Attitude.
- **VALUES:** Belonging, Development, Integrity, Quality, and Safety.

EQUAL OPPORTUNITY: We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

AVAILABLE RESOURCES:

- [Kent State University Career Exploration and Development \(website\)](#)
- [How to Write a Resume \(website\)](#)
- [How to Write a Cover Letter \(website\)](#)

NACE COMPETENCIES FOR A CAREER – READY WORKFORCE: The [National Association of Colleges and Employers](#) developed a definition for career readiness and [identified key components](#) to prepare college students for a successful transition into the workplace. These are some more examples of how this position will allow you to grow in each of these competencies. Some examples are “Professionalism” and “Critical Thinking”. This position’s job responsibilities will allow you to grow in each of these competencies. Please see below.

Job Responsibilities	Career & Self Development	Communication	Critical Thinking	Leadership	Professionalism	Teamwork	Technology
Job Responsibility 1: Provide a safe environment for customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Responsibility 2: Maintain sanitary concession conditions to ensure quality service to our customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job Responsibility 3: Must be self-motivated and able to work unsupervised at times.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Responsibility 4: Demonstrate flexibility with work schedule during unpredicted weather delays.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job Responsibility 5: The use of concession appliance equipment, and tools to perform job duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>