

Job Title: Facility Attendant

Supervisor: Assistant Director, Operations

Purpose:

The Facility Attendants are the student assistants who are responsible for the daily operation and supervision of the Game Room and Equipment Issue Desk areas. Facility Attendants enforce policies, report equipment problems, and assist patrons with equipment, towel and locker rentals. They also oversee the racquetball and squash court reservations.

Specific Duties and Responsibilities:

- Greet and welcome patrons to the facility
- Enforce policies and procedures in the Game Room and at the Equipment Desk
- Answer phones and/ or refer questions from patrons
- Rent and check-out a variety of sports equipment
- Oversee operation of towel service and locker rentals
- Laundering departmental issued towels and apparel
- Verify inventory of all rental equipment
- Cash register operations
- Logging in Lost and Found items
- Attend monthly staff meetings and in-service training sessions
- Perform other duties as assigned by the immediate supervisor

Knowledge, Skills and Abilities:

- Current certification in CPR and First Aid
- Previous customer service experience preferred
- Cash register and cash handling experience
- Basic knowledge of games and equipment provided in these areas
- Good customer service attitude, self-starter, and someone who can be responsible

Minimum Georgia State University Hiring Standard:

- Currently enrolled as a student at Georgia State University