

Job Title: Facility Attendant

Supervisor: Recreation Coordinator, Recreation Specialist

Purpose:

The Facility Attendants are the student assistants who are responsible for the daily operation and supervision of the Recreation game area and equipment issue desk areas. Facility Attendants enforce policies, report equipment problems, and assist patrons with equipment, issues table games, organize recreational games tournaments. They also oversee and supervise the Basketball and Tennis courts.

Specific Duties and Responsibilities:

- Greet and welcome patrons to the facility
- Enforce policies and procedures in the Game area and at the equipment desk
- Monitor and supervise Basketball and Tennis courts
- check-out a variety of sports equipment to current students, faculty and staff
- Provide set up/break down for events and recreation activities
- Monitor safe use of recreation equipment
- Verify inventory of all equipment in the recreation equipment area
- Provide simple first aid to patrons and contact proper for emergency assistance
- Promote recreation tournaments, events, programs to the university community
- 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
- Computer skill and knowledge required
- 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