

Job Title: Welcome Attendant

Supervisor: Coordinator, Indian Creek

Purpose:

The Welcome Attendants are the student assistants who are responsible for the daily operation and supervision of the COVID-19 patron entry process into the Student Recreation Center.

Welcome Attendants enforce policies with temperature gauge and assessment questions, report equipment problems, and assist patrons with entry.

Specific Duties and Responsibilities:

- Greet and welcome patrons to the facility
- Oversee operation of COVID-19 assessment and temperature check process
- Enforce policies and procedures regarding COVID-19 assessment process
- Verify inventory of welcome area and restock supplies as needed
- Answer and/ or refer questions from patrons
- 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
- 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