

C. William Stromberg Complex Attendant

Position Description

C. William Stromberg Complex • Weber State University

Title:	Attendant
Department:	HPHP/Stromberg Complex
Reports to:	Stromberg Complex Student Facility Supervisors Stromberg Complex Facility Manager
Appointment:	Academic year 2016-17
Start Date:	July 1, 2016
Remuneration:	Hourly Pay beginning at \$9.00/hr
Anticipated Commitment:	10-20 Hours/Week

Position Summary

This position will work closely with other SRC Attendants, Facility Supervisors, the Facility Manager and Complex members and guests. Responsibilities will include the supervision of the Front Desk and Customer Service Center, completing all transactions with members with attention to detail and customer service, and being accountable for all monetary transactions. This position will require morning, afternoon, night and weekend hours.

Responsibilities

- A. Make sure the Complex always has clean towels for its members and guests
- B. Handle monetary transactions (i.e. sale of daily passes, collection of rental transactions, etc.)
- C. Effectively check-out/check-in equipment to members and guests
- D. Collect liability waivers from first-time Complex users
- E. Maintain a high level of customer service for all patrons
- F. Assist patrons in answering questions about the Complex, programs, etc. and/or directing them to a professional staff member that can assist them
- G. Make sure all required paperwork is completed in its entirety (i.e. accident/injury reports, etc.)
- H. Execute the Complex Emergency Action Plan when appropriate.
- I. Ensure all members have the proper identification for entry to the Complex
- J. Ensure all guests are sponsored by a current member
- K. Communicate effectively with other Facility Managers regarding scheduling, patron requests, customer service concerns, etc.
- L. Enforce all Complex policies & procedures
- M. Conduct Complex tours when appropriate
- N. Clean and maintain fitness equipment
- O. Re-rack weights and return equipment to its rightful position
- P. Supervise members and guests throughout the Complex
- Q. Daily check of all equipment for safety and functionality
- R. Actively recruit potential employees
- S. Represent the department with integrity
- T. Other duties as assigned

Minimum Qualifications and Conditions of Employment

- A. Must be a student enrolled at Weber State University
- B. Maintain a minimum cumulative grade point average of 2.00 or higher before and during employment
- C. Must be able to attend spring and fall training activities
- D. Must be able to lift up to 25 lbs
- E. Possess the ability to work as part of a team
- F. Have the ability to problem solve

Preferred Qualifications

- A. Knowledge of recreation
- B. Strong organizational skills and leadership experience is desirable.
- C. NIRSA Member
- D. CPR/First Aid/AED Certified