

Position Overview:

Guest Services Attendants are able to provide exceptional customer service, be innovative leaders, and provide dynamic support to members and guests through information in campus recreation programs, services, and facilities. Guest Services Attendants serve as the liaison between the program areas of Campus Recreation and the members and guests.

Position Duties and Responsibilities:

- **Equipment Room**
 - Monitor Equipment Checkout to members through the use of InnoSoft Fusion software
 - Maintain daily equipment inventory
 - Responsible for cleanliness and organization of equipment and the Equipment Room
 - Maintain a knowledge of and enforce all Campus Recreation guidelines and procedures
 - Maintain general safety and security through being visibly alert and communicating important information to the Facility Manager
 - Provide customer service to members and guests
 - Complete forms for damaged/missing equipment
 - Communicate with members when equipment is damaged, not returned, or abandoned
 - Provide tours of the facility to prospective members
 - Other duties as assigned

- **Membership Office**
 - Provide in person sale transactions to all members and guests through the use of InnoSoft Fusion software
 - Serve members through program and membership registration utilizing the Point of Sale (POS) terminal
 - Assist prospective members through selling memberships
 - Provide customer service to members and guests
 - Be knowledgeable in all areas within Campus Recreation
 - Maintain a knowledge of and enforce all Campus Recreation guidelines and procedures
 - Maintain general safety and security through being visibly alert and communicating important information to the Facility Manager
 - Maintain current training in PCI Compliance
 - Other duties as assigned

- **Reception Desk**
 - Greet and direct employees and visitors who visit the office
 - Utilize multiline phone system to make and receive calls for the department
 - Maintain daily mail and package service
 - Maintain a knowledge of and enforce all Campus Recreation guidelines and procedures
 - Maintain general safety and security through being visibly alert and communicating important information to the Facility Manager
 - Be knowledgeable in all areas within Campus Recreation
 - Create and maintain spreadsheets for Student Personnel projects and assignments
 - Other duties as assigned

Qualifications:

- Must obtain an American Red Cross – Professional Rescuer for the Health Care Provider (CPR/AED/First Aid) certification within the first 30 days of work.
- Availability to work flexible hours (i.e. Mon-Fri 6:00am-11:00pm and Weekends)
- Previous experience in a point of sale (POS) and customer service job(s)
- Knowledge of Campus Recreation facilities, programs, and/or services
- Membership Office only: Must be PCI Compliance trained prior to first day of work
- Proficiency with Microsoft Office Suite
- Able to guard confidential information
- Must be able to lift 40 pounds
- Strong attention to detail

Supervisor: Dave Stewart, Assistant Director, Membership & Guest Services

Contact Person: TiErra Johnson, Coordinator, Student Personnel

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