

JOB DESCRIPTION - THE RACK ATTENDANT

JOB SUMMARY: The Rack Games Area is a recreation center used by members of the campus community to escape the stress of classes, homework, meetings and the Residence Halls. The area provides a variety of diversions including billiards, table tennis, foosball, video games, and the Outdoor Recreation Center. The Games Area Attendant duties include check-in and check-out of equipment, supervision of the area and its activities (which may be sponsored by Union Board, Intramurals, or another campus organization) and cleaning of the area. The Games Area Attendant is primarily responsible for providing quality customer service; maintaining indoor and outdoor equipment; and providing a safe, clean and comfortable environment.

SUPERVISION: This position reports directly to the Games Area Manager and Assistant Director of the Union.

HOURS: 7 -12 hours per week plus some weekend rotation shifts and a 30-45 minute weekly meeting.

QUALIFICATIONS:

1. Dependability - follow through
2. Attention to detail and ability to accept direction
3. Punctuality
4. Positive image and tidy appearance
5. Knowledge of Outdoor Equipment and/or Billiards/Darts/Ping-Pong helpful but not required
6. Ability to work independently with little supervision, as well as part of a team with other Union staff
7. Effective communication skills
8. Willingness to work and learn
9. Flexibility
10. Maintain a 2.0 Q.P.A. as well as a semester G.P.A of 2.0+
11. Ability to work weekdays, evenings and weekends

RESPONSIBILITIES:

1. Check-out, monitor and check-in billiard, table tennis and foosball equipment. Record time of rental and collect fees when necessary.
2. Prepare, check-out, inspect and check-in outdoor recreation equipment and store properly. Assist customers in equipment choice, prepare reservation forms and collect fees where applicable. Inspect the equipment prior to check-out and upon return to ensure that all equipment is working properly.
3. Keep the Games Area clean. Attendants are responsible for scheduled cleaning of video games, all tables (game and dining), floors, equipment, and disposal of garbage.
4. Work with the Games Area Manager, the Building Managers (BM) and the Assistant Director regarding the operation of the Games Area and the Union facility and its policies.
5. Make suggestions on purchase and disposal of equipment and the implementation of programs, including tournaments and/or leagues.

6. Attend all scheduled meetings and training sessions.
7. Assist with special projects requested by the Games Area Manager, the Building Managers (BM), the Director's Office staff or the Assistant Director.
8. Assist Housekeeping staff and BMs with set-up duty when available.

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