

BGSU Recreation and Wellness Student Employment Position Description

Job Title: Perry Field House Floor Attendant

A. Main Purpose of the job: Assist users of the Field House by providing information, setting up equipment, and enforcing policies.

B. Primary responsibilities or key duties of the job (tasks performed regularly):

1. Make participation head counts during regular rounds of the facility.
2. Knowledge of physical layout of the Field House.
3. Perform set-up and take-down of equipment and return to proper storage area.
4. Admit members into the Field House.
5. Learn Class Management System (membership and reservation software).
6. Maintain positive relations with PFH users.
7. Adequately use two-way radios when communicating with other staff.
8. Know how to properly operate equipment.
9. Perform proper cash handling procedures.
10. Maintain a secure building.
11. Wear issued uniform as stated in Recreation and Wellness Student Employee Manual.

C. Additional duties (tasks performed occasionally):

1. Perform maintenance/custodial duties when necessary.
2. Assist in control desk operations during rush periods.
3. Provide first aid in emergency situations.
4. Maintain lost and found items.
5. Operate video surveillance when necessary.
6. Attend all staff meetings

D. Basic Qualifications:

1. Knowledge of rules and regulations.
2. Certified in CPR, First Aid, AED.
3. Complete Preventing Sexual Harassment and Bloodborne Pathogens training.
4. Good communication and customer service skills.

E. Additional Information:

1. May be required to work special events outside of regular operation hours.
2. Promote the mission of Recreation and Wellness.
3. Perform other duties as assigned.