

**BGSU Recreation and Wellness
Student Employment Position Description**

Job Title: SRC Floor Attendant

- A. Main Purpose of the job:** The SRC Floor Attendant is responsible for assisting users in the various areas of the SRC by providing information, general maintenance and custodial functions and by monitoring weight areas for the safety of patrons. Additional responsibilities include but are not limited to; knowledge of the physical layout of the facility, knowledge of the rules and regulations and general supervision of all activity in the facility. Additionally, Floor Attendants enforce all SRC rules and regulations. The SRC Floor Attendant reports to the SRC Manager, SRC Supervisor and Graduate Assistant of SRC Informal Recreation/Facilities.
- B. Primary responsibilities or key duties of the job (tasks performed regularly):**
1. Promote the mission of Recreation and Wellness.
 2. Enforce all policies and regulations to facilitate efficient operation.
 3. Monitoring the safety of patrons in all activity areas.
 4. Periodic inspection of sports equipment and facilities.
 5. Performing maintenance and custodial duties as assigned.
 6. Enforce regulations regarding use of equipment and facilities.
 7. Setup and takedown of equipment (nets, etc.) during rush periods.
 8. Complete shift reports.
 9. Provide excellent customer service and maintain positive relations and rapport with SRC members .
 10. Record keeping.
 11. Be familiar with the location of all alarms and fire extinguishers and know how to operate them.
 12. Perform any other duties as required by the professional staff or Student Supervisor.
- C. Additional duties (tasks performed occasionally):**
1. First responder to accidents and incidents.
 2. Attend monthly meetings and training sessions.
 3. May be required to work special events outside normal hours of operation.
- D. Basic Qualifications:**
1. Strong written and verbal communication skills.
 2. Completion of at least four (4) shadow shifts.
 3. Successful completion of Floor Attendant training.
 4. Ability to lift a minimum of 50 lbs.
 5. Certified in CPR, First Aid, AED.
 6. Complete Preventing Sexual Harassment and Bloodborne Pathogens training.
- E. Additional Information:**
1. No previous experience necessary.