

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

Job Title: Zamboni Room Attendant

A. Main Purpose of the job: To provide front-line customer service and assist with the management of the Zamboni Room and building activities and programs.

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

1. Facility cleaning standards.
2. Lock/Unlock building doors.
3. Drive Zamboni.
4. Sharpen hockey and figure skates.
5. Drive John Deer.
6. End of day duties.

C. Additional duties (tasks performed occasionally):

1. Fueling Zamboni.
2. Set nets for Varsity hockey games.
3. Telephone operations.
4. Emergency situation procedures.

D. Basic Qualifications:

1. BGSU full time student.
2. Availability must be flexible to include building operation hours of 18 per day including weekends.
3. Obtain proper risk management certifications within 30 days of hire.
4. Previous experience in Ice Hockey, Figure Skating, other ice related activities will be viewed as favorable.
5. Basic computer and Microsoft Office knowledge.
6. Ability to withstand possible continuous standing, lifting, and walking distances.
7. Responsible, dependable, works well with others, and enthusiastic.
8. Proven high level of interpersonal skills.

E. Additional Information:

1. Required attire consisting of the outer layer of clothing representing the Zamboni Room at all times.
2. Promote the mission of Recreation and Wellness.
3. Perform other duties as assigned.