

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

Job Title: Skate Shop Attendant

- A. Main Purpose of the job:** Provide front-line customer service and assist with the management of the skate shop and building activities and programs.
- B. Primary responsibilities or key duties of the job (tasks performed regularly):**
1. Proper cash handling procedures.
 2. Ability to use Class Software independently.
 3. Basic knowledge of Ice Arena and Skate Shop policies and procedures.
 4. Basic knowledge of Ice Arena programs and events.
 5. Public Skate attendant.
- C. Additional duties (tasks performed occasionally):**
1. Falcon Varsity Hockey games sales.
 2. Figure Skating sessions.
 3. Shiny Hockey sessions.
 4. Keep Skate Shop clean and tidy.
 5. Have knowledge of merchandise and assistance with inventory.
 6. Operate copy machine.
 7. Have knowledge of equipment repair procedures.
 8. Have knowledge of Studio Ice, Lounge, and Curling Ice rentals and procedures.
 9. Have knowledge of Birthday Party procedures.
 10. Perform opening and closing procedures.
 11. Handle Group Lesson registration.
 12. Operate telephone and fax.
 13. Know and perform emergency situation procedures.
 14. Provide assistance to office staff.
- D. Basic Qualifications:**
1. BGSU full-time student.
 2. Flexible availability 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, or other ice related activities will be viewed as favorable.
 5. Basic computer and Microsoft Office knowledge.
 6. Obtain a comfortable level of skating ability in order to skate guard during Public Skating.
 7. Ability to withstand possible continuous standing.
 8. Responsible, dependable, works well with others, and enthusiastic.
 9. High level of interpersonal communication skills.
- E. Additional Information:**
1. Required attire consisting of the outer layer of clothing representing the Skate Shop at all times.
 2. Ability to enforce all Ice Arena rules and regulations.
 3. Attend scheduled meetings.
 4. Promote the mission of Recreation and Wellness.
 5. Perform other duties as assigned.