

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

**Job Title: SRC Pro Shop Attendant**

**A. Main Purpose of the job:** The Pro Shop Attendant is responsible for issuing equipment upon request. Other duties include carefully handling patron identification cards, laundry procedures, accurately recording and securing the Lost & Found log and materials and performing scheduled checks of the sauna/locker room. The Pro Shop Attendant reports to the Pro Shop Manager, Pro Shop 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 procedures of Pro Shop area to facilitate efficient operation.
3. Basic comprehension of Class software.
4. Enforce regulations regarding use of equipment and facilities.
5. Distribution of rental equipment upon request.
6. Consistent supervision of laundry supplies.
7. Monitoring and scheduled checks of the locker rooms and saunas.
8. Informed of the locker rental process.
9. Provide excellent customer service and maintain positive relations and rapport with SRC members.
10. Perform maintenance and custodial duties as assigned.
11. Familiarity with the location of all alarms and fire extinguishers in the Pro Shop and know how to operate them.
12. Execute any other duties as required by the professional staff or Student Supervisor.
13. Accurately document and secure all items turned into the lost and found.

**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 two (2) shadow shifts.
3. Successful completion of Pro Shop Attendant training.
4. Able 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.