

BGSU Recreational Sports Student Employment Job Position Description

Job Title: Skate Shop Associate

- A. Main Purpose of the job:** To provide excellent front-line customer service and to 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. All duties assumed by a Skate Shop Attendant.
 2. Have complete knowledge of facilities, services, and programs offered through the Ice Arena.
- C. Additional duties (tasks performed occasionally):**
1. Skate fitting.
 2. Birthday Party management.
 3. Inventory maintenance.
 4. Special projects as assigned.
- D. Basic Qualifications:**
1. All qualifications required by Skate Shop Attendant.
 2. Prior experience at the BGSU Ice Arena .
 3. Takes initiative, accountable, reliable.
 4. Ability to self motivate with little or no supervision.
 5. Proven high level of interpersonal skills.
- E. Additional Information:**
1. May be required to work special events outside regular operational hours.