

## **BGSU Recreational Sports Student Employment Job Position Description**

Job Title: SRC Customer Service Attendant

- A. Main Purpose of the job:** Provide customer service to all SRC patrons and guests; general knowledge of SRC rules, regulations and policies, and promote the mission of Recreational Sports in spirit and in action.
- B. Primary responsibilities or key duties of the job (tasks performed regularly):**
1. Provide excellent customer service
  2. Operate various computer applications (Class software)
  3. Financial accountability
  4. Maintain positive relations and rapport with SRC patrons
  5. Greet and interact with the patrons
- C. Additional duties (tasks performed occasionally):**
1. Attend monthly meetings
  2. Make phone calls to staff and patrons
  3. Problem solver
- D. Basic Qualifications:**
1. Accurate computer skills, ability to add, subtract, and multiply
  2. Certified in CPR/PR, AED, Standard First Aid, BBP training, Sexual Harassment training
  3. Ability to work with office/computer equipment
  4. Ability to communicate (verbal and written)
  5. Handle situations with ease
- E. Additional Information:**
1. Must maintain a 2.0 GPA.