

Information Center Worker

Job Summary: Serves as front-line representative for the Health & Fitness Center to the patrons who utilize the facility.

Requirements:

- Must maintain a cumulative 2.0 GPA.
- Must be available to work 8-12 hours per week including occasional weekends.
- CPR/AED, Bloodborne Pathogens required within three months of employment, with Standard First Aid highly suggested.

Responsibilities :

- Welcome, greet, and provide assistance to Health & Fitness Center patrons.
- Responsible for completing opening, maintaining, and/or closing procedures.
- Must demonstrate leadership, communication, customer service skills, and the ability to work with staff, students, and members of a diverse background.
- Understand and recognize all types of front desk issues you may encounter.
- Enforce all ID regulations and explain proper entrance requirements to individuals with invalid membership cards.
- Assign appropriate requested reservation times for the racquetball and handball courts.
- Operate the cash register.
- Make sure the transactions at the Information Center are completed following the proper procedures. (example: guest passes)
- Report any faulty equipment or miscalculations that have been made to the building supervisor.
- Read all memos and activity calendars daily so you are aware of schedule changes.
- Clearly communicate with all student and administrative staff members any reminders, problems, or concerns that may affect your job.

Communication is very important in this position!!!

- Handle other duties as assigned by the administrative staff and/or student supervisor.
- Attend and actively participate in all mandatory staff meetings and training sessions.
- Pursue patrons that abuse building policies (which would include, if necessary, working with staff members and campus police.)
- Use mature judgment in emergency situations.
- A thorough knowledge and willingness to enforce all rules and regulations in a courtesy, but firm manner.

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