

Recreation and Wellness Center

Guest Services Attendant

Department Mission:

Campus Recreation's mission is to enhance lives by providing outstanding recreational opportunities and experiences for the diverse UMSL community.

Position Responsibilities:

- Greet patrons at entry of the building and ensure they have the proper credentials to access the facility.
- Provide customer assistance to patrons through providing equipment to patrons who present a valid UMSL ID or Recreation and Wellness Member card.
- Report appropriate information (name, ID number, equipment, inventory number) to Building Manager and/or professional staff when a patron fails to return equipment, or equipment has been damaged by excessive abuse.
- Answer walk-up or telephone inquiries regarding hours of operation, activity schedule, racquetball court reservations, etc.
- Maintain accurate inventory of equipment available for loan. Keep equipment arranged in neat, orderly fashion.
- Take appropriate measures to ensure a safe environment for patron use. This includes, but is not limited to, preventing the use of damaged/broken equipment.

Requirements:

- Must be in good standing with the University.
- Displays a positive and friendly attitude.
- Willingness to learn, follow, and enforce rules and regulation.
- Have flexibility to work shifts throughout the day and week as we are open long hours.
- Excellent communication skills, especially using email.
- Minimum GPA: 2.0

Compensation:

\$8.00 an hour

Required Training Dates:

Tuesday, December 4

December 5-7

Friday, January 25