Position Description

BOWLING & BILLIARDS CENTER DESK ATTENDANT

University Recreation & Sport Facilities (UR & SF)
Hilltop Recreation Center, University of Wisconsin-Eau Claire

Accountability
Reports to the Events & Marketing Coordinator

Responsibilities
The Bowling & Billiards Center Desk Attendant is responsible for providing quality customer service to users of the center and Dugout area as well and ensuring a clean, safe, and properly supervised facility.

Specific Duties
- Serve as the primary customer service representative for the facility
- Manage cash register operations with accuracy
- Manage bowling operations using the computerized scoring system
- Complete assigned cleaning tasks daily
- Perform frequent facility sweeps to ensure the safety and well-being of participants
- Check out outdoor equipment and track returns
- Communicate facility needs, concerns, feedback and suggestions to the Events & Marketing Coordinator
- Be familiar with the UR&SF Emergency Action Plan including filling out appropriate reports as needed i.e. incident and accident reports
- Enforce Hilltop Recreation Center policies and procedures
- Attend all staff meetings and trainings
- Other duties as assigned

Expectations
- CPR/First Aid and AED certifications are required
- Criminal Background Check will be required

Qualifications and Salary
Applicants must be self-directed individuals with a strong work ethic, a positive attitude, good customer service skills and the ability to work well with others. Applicants must be at least a part-time student (6 credits for federal work study, 1 credit for non-federal) with at least two semesters remaining at UWEC.

Base Wage
Division I: $7.25 per hour

Revised August 2014 SJP