Position Description

MCPHEE STRENGTH AND PERFORMANCE CENTER
DESK ATTENDANT
University Recreation & Sport Facilities (UR & SF)
Hilltop Recreation Center, University of Wisconsin-Eau Claire

Accountability
Reports to the MSPC Coordinator

Responsibilities
The MSPC Desk Attendant is responsible for providing quality customer service to fitness center members as well and ensuring a clean, safe, and properly supervised facility.

Specific Duties
- Serve as the primary customer service representative for the facility
- Monitor memberships/facility access
- Complete daily cleaning tasks
- Straighten equipment as needed during shift
- Perform frequent facility sweeps to ensure the safety and well-being of participants
- Communicate facility needs, concerns, feedback and suggestions to the MSPC Coordinator
- Be familiar with the UR&SF Emergency Action Plan and fill out appropriate reports as necessary i.e. incident and accident reports
- Enforce MSPC facility 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

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