
Position Overview:

Equipment Room Attendants provide exceptional customer service, be innovative leaders, and provide dynamic support to members and guests through information in campus recreation programs, services, and facilities.

Position Duties and Responsibilities:

- **Equipment Room**

- Monitor Equipment Checkout to members through the use of Fusion software
- Maintain daily equipment inventory
- Responsible for cleanliness and organization of equipment and the Equipment Room
- Maintain a knowledge of and enforce all Campus Recreation guidelines and procedures
- Maintain general safety and security through being visibly alert and communicating important information to the Facility Manager
- Provide customer service to members and guests
- Complete forms for damaged/missing equipment
- Communicate with members when equipment is damaged, not returned, or abandoned
- Provide laundry service for Campus Recreation items
- Manage the Lost and Found log
- Other duties as assigned

Qualifications:

- Availability to work flexible hours (i.e. Mon-Fri 6:00am-11:00pm and Weekends)
- Knowledge of Campus Recreation facilities, programs, and/or services
- Proficiency with Microsoft Office Suite
- Able to guard confidential information
- Must be able to lift 40 pounds
- Strong attention to detail
- Strong Organizational Skills

Supervisor: Graduate Assistant – Facility Operations
Coordinator -

Contact Person: Assistant Director – Employee Experience

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