

approved

STUDENT LABOR POSITION DESCRIPTION

Seabury Center

Most Recently Updated 04/14/99

Position Title: Attendant, Equipment Issue
Must work 12 hrs/wk.

I. Grade Level: 1-3

II. Description:

A. The following are essential duties for an Equipment Issue Attendant in the Seabury Center:

1. Greet guests.
2. Check I.D.'s.
3. Check equipment and towels in and out.
4. Answer phone calls with correct information.
5. Direct patrons and questions accordingly.
6. Performs other job-related duties as assigned.
7. Open and lock facility.
8. Clean work area.
9. Work share of weekends and evenings, as well as mornings.

B. The following are *possible additional* duties for this position:

1. Work baseball games and other events
2. Work with other teams as needed

III. Learning Opportunities:

- A.** If grade 1, develop the attributes appropriate to Grade 1 positions: learning to meet schedules and standards of performance, efficient use of time, healthy attitudes toward work and supervision, working with others, sharing responsibility, recognition of the importance of work, basic skills and information.
- B.** If grade 2, develop the attributes appropriate to Grade 2 positions: learn to take personal responsibility; apply knowledge to a situation; self-identify skills, talents, interests and limitations; learn and develop confidence in skills or program knowledge; and appreciate work as a process as well as a product.
- C.** If grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- D.** Work with public.
- E.** Work in a team environment.
- F.** Take initiative.
- G.** Improve people skills.
- H.** Answer phone efficiently.

IV. Basic Qualifications:

- A. General: punctual and reliable.
- B. Skill: must be a people-person, and outgoing.
- C. Physical: able to lift some things under 40 lbs.
- D. Academic: maintain passing grades.

IV. Desirable Qualifications:

- A. Common sense and initiative.
- B. Reliable in every way.
- C. Assertiveness.

VI. Narrative Summary:

Student greeted guests, answered questions by phone and directed guests, checked IDs and checked equipment in and out, opened and closed exercise facility, and cleaned work area. Student may also have staffed sports events.