

## Job Description

### Welcome Attendant – ALC & FKC

#### **Position Overview:**

- Greet members and monitor or enforce facility use policies and procedures and the Code of Conduct
- Monitor for safety and security at our program entrance
- Ensure day-use lockers and shoe cubbies are cleaned regularly and assist with day-use locker management when required
- Maintaining facility cleanliness standards
- Provide a presence in the change rooms and monitor for maintenance, cleanliness, and concerns
- Serve as a resource to members and visitors for questions about the facilities
- Utilize and maintain inventory of cleaning products and equipment

#### **Availability/Hours:**

0-20 hrs/week, shifts range from Monday-Friday 3-10:15pm and Saturday-Sunday 8:00am to 8:15pm

#### **Skills and Experience**

- Previous experience with events, cleaning, or property management would be an asset
- Strong attention to detail
- Previous customer service experience required
- Punctuality and reliability is required
- Strong verbal and written communication skills
- Be able to work independently and in a team environment
- Must have certification in Emergency First Aid/CPR with AED training (Class C) or willing to obtain within one month of employment

#### **Requirements**

- Be a full-time student
- Must be eligible to work on campus and be able to produce required documentation for employment
- Be an individual who takes initiative, have a positive attitude and be punctual
- Be able to learn quickly, adapt, and prioritize tasks
- Be able to lift and carry at least 50 pounds