

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description			PAGE 1 / 1 <hr/> REVISED
SUBJECT <i>Recreation Attendant</i>	RANK x121	GROUP I	CBC	PHYSICAL

DEFINITION:

Under minimum supervision of the Student Supervisor and/or Office Manager, a student usually performs the following duties:

- (a) Thorough knowledge and understanding of emergency and security procedures.
- (b) Assists in enforcing department rules and policies.
- (c) Takes telephone requests and controls traffic flow during busy hours.
- (d) Gives information in response to inquiries concerning the department units, both recreation departments and Circle Center.
- (e) Operate and maintain Cash Registers and other office machines.
- (f) Performs all necessary and related recreational duties.

BASIC QUALIFICATIONS:

At least six month of recreational work experience.