

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/21
SUBJECT <i>Recreation Attendant</i>	RANK x121	GROUP I

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) Answers telephone enquiries and controls traffic flow during busy hours.
- (d) Gives information in response to inquiries concerning the department units, both recreation departments and Bowling Alley.
- (e) Cash handling and operate and maintain other office machines.
- (f) Performs all necessary and related recreational duties.

BASIC QUALIFICATIONS:

At least six (6) months' of experience at the recreation center.