**Service Center Attendant**

**Position Description:** The Service Center Attendant will provide quality customer service at the HPER Building to UREC patrons, HHPR Faculty, and UREC Staff in a variety of methods, including providing equipment, information, laundry services, and reservations; providing accurate information to UREC patrons; answering phone calls, and providing quality customer service in a professional manner. This position will serve as the communication link during the emergency action plan and during all accidents, incidents, and situations that require security; and will maintain proper policies and procedures for equipment checkout, as well as keeping the equipment checkout system organized. The Service Center Attendant will check and prepare equipment for academic reservations; maintain the equipment for club sports and informal recreation; keep accurate records on equipment checkout and inventory; report problems; and assist the student manager with closing and opening duties.

**Specific Responsibilities:**

* Wash and dry UREC towels, HHPR faculty linens, club sport jerseys/uniforms, intramural officials’ jerseys, and various other types of laundry.
* Fold and prepare towels for patron use.
* Operate commercial washer and dryers properly.
* Follow all instructions and report any problems.
* Assist with external event equipment requests and special event equipment orders for UREC programs.
* Assist with Service Center inventory and cleaning days.
* Assist with locker pull during expiration periods.

**Minimum Qualifications:**

* Current University of Arkansas student
* Must possess Pediatric & Adult First Aid, CPR, and AED certification or be able to obtain certification within 40 days of hire (UREC will provide a certification opportunity, if needed)

**Required License(s), Certification(s), & Background Checks:**

* Pediatric & Adult First Aid, CPR, and AED certification or be able to obtain certification within 40 days of hire (UREC will provide a certification opportunity, if needed)

**Preferred Qualifications:**

* At least one year of customer service experience
* At least one year of sales experience
* Experience working with sport equipment and/or inventory systems

**Physical Activities Associated with this Position:**

The following physical activities are associated with the position and will be performed with or without an accommodation. All individuals are encouraged to apply.

* Hearing- Constantly
* Crouching, feeling, grasping, lifting, manipulating objects with fingers, pulling, pushing, reaching, repetitive motion, sitting, standing, talking, walking- Frequently
* Climbing, crawling, kneeling, handling of sharp tools, stooping- Occasionally
* Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Visual Acuity:**

* Employee is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, general laborer, lab personnel, etc.) or to make general observations of facilities or structures (i.e., security guard)
* Employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; and/or visual inspection at distances close to the eyes.

**Skills Obtained:**

* Creative thinking
* Obtaining and processing important information
* Strong work ethic
* Customer service
* Planning, organizing, prioritizing
* Responsibility, dependability, accountability
* Interpersonal skills
* Flexibility/adaptability
* Analytical skills
* Initiative
* Verbal communication
* Written communication
* Teamwork/collaboration
* Critical thinking/problem solving

**Work Schedule & Compensation:**

* 10- 20 hours per week; variable schedule that may include morning, evening, weekend, and holiday shifts; $11.50/hour

**Supervision:** This position is supervised by the Facilities Coordinator in UREC.

**Application Process:** Applicants must apply through <http://jobs.uark.edu>. Deadline to apply is <insert date>.