



Position Overview			
Job title	Member Services Attendant	Position type	Part-Time
Working Area	Facilities	Student Supervisor	Member Services Supervisor
Wage	\$17.20	Full Time Staff Supervisor	Manager, Recreation & Operations

Job Description
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Oversee facility access control by ensuring all facility users are checking in at the access point • Conduct membership sales and in-person program registrations • Process varsity game day ticket sales • Maintain a high level of knowledge regarding department services to respond to inquiries • Provide quality customer service to in-person patrons as well as through email and phone • Manage the laundry operations with support from the Facility Attendant team • Complete daily opening and closing of cash tills, and end of day transaction reconciliation • Facilitate equipment rentals for members and students <p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Standard First Aid & CPR-C, or willingness to obtain <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> • Experience in a customer service role • Experience with cash-handling and point-of-sale systems • Strong communication and organisational skills <p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> • Candidates must be available to work at least 15 hours per week, with a preference given to candidates with increased availability

Office Use Only			
Main Objective of Role	Facilitate day-to-day operations of the central check-in desk		
Hiring Manager	Manager, Recreation & Operations	GL Location Code	11
First Level Approver	Director, Athletics	GL Fund Code	10
Second Level Approver	VP, Admin & Finance	GL Cost Centre	46250000
WSP Funded (Y/N)	Partial	GL Object Code	54244