

Pratt Desk Attendant Job Description

Department: University Recreation & Fitness (URecFit)
Schedule: Temporary/Non-benefited
Shift: Varies. Mostly weekday with evening and weekend work required.
Hours: Department Specific
Type: Non-exempt

PRIMARY DUTIES

Uphold URecFit Core Values

- **Accountability:** Take ownership of URecFit facilities and programs by exhibiting a responsible work ethic
- **Civility:** Promote an environment that is responsible, ethical, respectful, and courteous
- **Collaboration:** Develop professional relationships with; co-workers, guests, other departments of the university and the community.
- **Diversity:** Provide quality customer service with an awareness of, and appreciation for individual uniqueness and diversity.
- **Excellence:** Uphold all URecFit policies and procedures to guarantee participant safety and satisfaction.
- **Knowledge:** Stay apprised of the best practices and latest trends in recreation.
- **Leadership:** Demonstrate a desire to be a leader within the campus recreation community and university.

Under the supervision and direction of the Assistant Director and Coordinator for Sports Programs:

1. Supervise and monitor compliance of all Pratt Gymnasium rules, polices and regulations.
2. Conduct safety round to ensure all equipment is in proper working condition
3. Checkout equipment to patrons and keep accurate records using Innosoft fusion
4. Maintain a clean and safe environment
5. Perform maintenance and custodial duties as assigned.
6. Assist with program/special event set up.
7. Complete all assignments required during shifts and record participation counts.
8. Diffuses potential problems involving gym participants.
9. Provide first aid and emergency help and report all injuries or problems.
10. Attend all in service trainings and meetings.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Applicants must pass a background check.

REQUIRED SKILLS AND ABILITIES

- Ability to apply basic analytical skills; to operate manual and automated office equipment, personal computers and spreadsheet software to input data; to communicate effectively both orally and in writing; to prepare and present working papers and supporting documentation.
- Outstanding communication, interpersonal, and customer service skills.
- CPR & AED certified or willingness to obtain.

To be considered for this position, please forward your resume to:

The University of Maryland, Baltimore is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.