GAME ROOM  ATTENDANT

POSITION DESCRIPTION

An active team member who participates with providing leisure for the university community. The attendant is responsible for promoting wellness by creating a fun and relaxed, customer-oriented environment with current and trendy video and table game equipment.

HUMAN RESOURCES DETAILS

| Shifts: | 6-12 hours/week • weekday afternoons and evenings, weekend mornings, afternoons and evenings |
| Starting Wage: | $13.35/hour |
| Reports To: | Game Room Student Supervisor, Assistant Director Programs/Recreation/ Norris Program Manager |

ESSENTIAL FUNCTIONS

1. Responsible for daily operation of the Game Room - including customer support, cleaning and maintenance, inventory and point of sales.
2. Distributes and monitors the game equipment issued to customers.
3. Maintains an organized, clean and presentable area. -Including wearing issued name tag and required attire.
4. Maintains security by keeping required cabinets and storage spaces locked.
5. Assists customers with setting up and using video gaming equipment
6. Takes an inventory of equipment on every shift
7. Completes assigned routine tasks.
8. Enforces area and University policies for the use of the Game Room.
9. Punctual for shifts and finds substitute for scheduled shifts.
10. Attend area meetings, works group events and Norris University Center Staff training programs.
11. Works Special event shifts when available and adheres to all specific event procedures.
12. Assists customers during emergency evacuations.

MINIMUM SKILLS AND QUALIFICATIONS

- Current Northwestern University Undergraduate Student
- Strong knowledge of current video gaming equipment and or table games
- Good Customer services skills from previous employment
- Work Study preferred