

Class No.:	Staff
Original Date:	
Revision Date:	June 1994 Minor Revisions: May 2001 September 2002
Pay Group:	8

CLASS SPECIFICATION

CENTRE FOR SPORT AND WELLNESS ATTENDANT

NATURE AND SCOPE OF WORK

This is manual work with a clerical component. An incumbent in this position is primarily responsible for monitoring the outdoor and indoor facilities, equipment and facility services. Duties also include issuing equipment, laundry services, equipment set-up and providing information on the programs and services offered within the facility. This position typically reports to the Manager, Athletics and Recreation.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Receives and records fees and handles cashiering functions according to the policies of the Financial Services Department.
- Responds to enquiries regarding facilities schedules, services and programs.
- Issues equipment and secures proper identification.
- Performs laundry services.
- Ensures all injuries that occur within the facility are reported to the Manager.
- Sets up and takes down equipment as directed.
- Ensures security of department equipment, supplies and facilities.
- Ensures that all user groups follow facility and department regulations and policies. Provides reports on irregularities in these matters.
- May be required to take training and act in the capacity of floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S, Earthquake).

- Performs duties related to the requirements and qualifications of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Working knowledge of equipment set-up requirements.
- Working knowledge of the programs, policies, procedures, activities and functions.
- Working knowledge of University policies, procedures, activities and functions.
- Working knowledge of business English, spelling, punctuation and arithmetic.
- Working knowledge of the equipment used in various sports or recreational activities.
- Some knowledge of the basics of a microcomputer and software applications.
- Ability to contribute to and effectively function within a team environment.
- Ability to establish and maintain effective working relationships with other employees, students and the general public.
- Ability to prepare for recreation and athletic events.
- Ability to follow cash control procedures, make change and issue proper receipts accurately and promptly.
- Ability to safely lift and carry heavy packages within the limits defined by the WCB.

REQUIRED TRAINING AND EXPERIENCE

- Completion of grade 12.
- Six months of experience in a recreational/sports facility.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS.

None.