

*Job ID:	2892397
*Job Title:	Door Attendant
 Employer Name:	UMass Boston Athletics & Recreation
No of Openings:	
Days/hours & duration of job:	Various days/times (Facilities are open Monday-Sunday)
Wage/Salary:	\$15.00/hr
*Job Description:	<p>Under the supervision of the Recreation Programming & Member Services Manager, this position will represent the UMass Boston Recreation department personally, professionally and in a manner in accordance with the mission and goals of the University. As a Door Attendant, you will deliver professional and positive customer service experiences at the Beacon Fitness Center and Clark Athletic Center (Ice Rink & Gymnasium). You will assist patrons with membership transactions, program registrations, and act as a knowledgeable resource for member questions.</p> <p>List of duties:</p> <ul style="list-style-type: none"> • Assist the Supervisor in opening or closing tasks related to the main desk. • Have a working Knowledge of all programs and Services within Recreation (Fitness, Intramurals, Informal Recreation, and Member services) • Use recreation’s software and systems to process registrations for guest passes, programs, private and group personal training, memberships and lockers. • Assist with the daily organization, data entry and processing of membership files. • Enforces building entrance policies. • Enhances the lives of our community by demonstrating the type of behavior and decision-making skills that are in line with our quality standards (Safety, Approachability, Knowledge). • Check out some equipment • Regulating lobby traffic • Attend area and department wide meetings
Prerequisites/ Certifications/ Qualifications:	<ul style="list-style-type: none"> - Federal work-study preferred - CPR & First Aid (must be obtained within the first month of employment) - Applicant must be able to clearly articulate rules and regulations to patrons; good communication skills, be organized and responsible.
	https://www.umb.edu/recreation/student_employment

Last updated 7/20/22