

**UNIVERSITY RECREATION
WASHINGTON STATE UNIVERSITY
OUTDOOR RECREATION CENTER
RENTAL ATTENDENT**

DESCRIPTION

Duties:

- Assist with operation of the Outdoor Equipment Rental Shop
- Take equipment reservations via phone or in-person
- Complete rental transactions including receipt of payment, inspection of equipment, and policy enforcement
- Responsible for organization and inventory of equipment
- Understand associated outdoor safety equipment
- Assist with equipment repair and maintenance
- Demonstrate gear knowledge
- Promote ORC Programs
- Attendance of mandatory meetings and in-service trainings
- Assist with ORC special events, programs, and other projects as assigned
- Other duties as assigned

Essential Skills:

- Knowledge and experience in use of outdoor equipment
- Knowledge and experience with PC computer databases
- Ability to creatively problem solve equipment related issues
- Competency in cash handling procedures
- Strong customer service skills
- Ability to communicate effectively both orally and in writing with multiple constituents
- Ability to identify and initiate work projects and function independently

JOB REQUIREMENTS

Pre-Employment Training Required (will be available to candidates):

- UREC Online Orientation including successful completion of associated quiz
- WSU Sexual Harassment Prevention Training

Additional Requirements:

- Completion of Safety Orientation Checklist
- Pass background screening
- Maintenance of CPR/AED/First Aid certifications
- Departmental policies and procedures knowledge
- Attendance at required staff meetings and trainings

Training Required:

- Completion of Safety Orientation Checklist
- CPR/AED first aid training
- Handheld radio protocol
- Departmental risk management responsibilities and policies

- Area specific technical gear training

POSITION TYPE

WSU On Campus Student Employment

APPROXIMATE HOURS PER WEEK

Variable, typically 6–10

DEPARTMENT/COMPANY

Outdoor Recreation Center

FUNDING SOURCE

On–Campus Non–Work Study, On–Campus Work–Study

REQUIRED WORK SCHEDULE

As an ORC Rental Shop Attendant, you will be required to work a minimum of two shifts per week. Staff meetings will be every two weeks and are generally held in the evenings.

STARTING PAY: \$9.95/hour

CONTACT INFORMATION

Ben Phaneuf

Ben.phaneuf@wsu.edu

Orc.wsu.edu

509–335–7856