

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

DESCRIPTION

The Rental Shop Attendant position is primarily responsible for assistance with the daily operations of the Outdoor Rental Shop. This includes providing equipment knowledge and customer service to patrons, repairing and maintaining rental gear, and ensuring organization of the rental shop. This position has specific duties and responsibilities, which are listed below.

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 UREC 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
- Ability to lift and move equipment weighing up to 50lbs.

JOB REQUIREMENTS

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

- UREC New Employee Orientation
- WSU Sexual Harassment Prevention Training
- American Red Cross First Aid, Infant/Adult/Child CPR and Adult/Child AED
- American Red Cross Bloodborne Pathogens

Additional Requirements:

- 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 6–15

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 evening

STARTING PAY

\$12.00/hour

CONTACT INFORMATION

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