

GAME ROOM ATTENDANT I JOB DESCRIPTION ADDENDUM

Job Title: **GAME ROOM ATTENDANT I**
Rate of Pay: **\$6.25**

Purpose of the Game Room Attendant I

The Kean University Game Room Attendant are a unit of student para-professionals whose primary function is to monitor and maintain the University Center's game room and its equipment.

DUTIES, RESPONSIBILITIES and EXPERIENCE:

- A) Responsible for covering your assigned shift.
- B) Supervises the distribution of game room equipment.
- C) Responsible for the collection of I.D.'s for the use of equipment and games.
- D) Responsible for opening and closing the game room.
- E) Maintain and keep inventory of all games and equipment.
- F) Maintains the security of the game room while on duty.
- G) Greets and receives patrons in a polite and courteous manner.
- H) Organizes and keeps clean the area underneath and behind the desk.
- I) Assists with any other duties as outlined in the policies and procedures manual or as so assigned by the area supervisor.
- J) Maintains a service oriented decorum at all time while on duty avoiding personal distractions which interferes with the execution of this job description.
- K) Responsible for attending game room staff meetings.
- L) Responsible for enforcing all of the rules and regulations of the game room.
- M) Documenting any incidents and reporting to area supervisor.
- N) Report to assigned shift on time.
- O) Telephone immediate supervisor if unable to work.
- P) Dress appropriately.
- Q) Remain constantly alert and aware of what is going on in your area.