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# Example of Customer Service Attendant Job Description

Our company is growing rapidly and is hiring for a customer service attendant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for customer service attendant

* Check air pressure in vehicle tires
* Promote, enforce, and abide by all University Recreation policies and procedures to include equipment check-out and return
* Monitor activity areas such as the multipurpose courts, racquetball courts, intramural field and fitness center
* Exemplify professionalism at all times, both in person and on the phone, particularly with respect to attitude, public relations, appearance and personal hygiene
* Remain visible and approachable to patrons at all times and act as a resource by providing answers to questions or assistance as requested
* Verify patron eligibility through Fusion software
* Refer patrons to the proper resources for information or requests
* Attend all staff meetings and in-services as set by University Recreation staff
* Accurately and safely putting-away material in its assigned location
* Safely picking, labeling and delivering material to its designated customer

## Qualifications for customer service attendant

* Must be a student enrolled in at least 6 credits for the fall 2015 semester
* Must be CPR/AED certified and/or willing to achieve certification within one month of hire
* The associate must regularly lift and /or move up to 12kg, frequently lift and/or move up to 23kg and occasionally lift and/or move up to 45kg
* While performing the duties of this Job, the associate is regularly required to stand
* Must be available to work within a 24 hour rotating roster including shift work, weekends and public holidays
* Must be a student enrolled at least ½ time