Game Room Attendant

JOB SUMMARY
The Student Union (SU) facility serves as the center of campus life and is host to many programs and services for the UNLV community. The Student Union Facilities & Operations team exists to provide exceptional service to students, faculty, staff, and non-university guests visiting and utilizing the facility and is an essential piece in creating an environment that is welcoming, safe and accessible. The Game Room Attendant shall be responsible to the Student Union Facilities & Operations management team (Graduate Assistant, Student Union Facility Coordinator and Assistant Director of Facilities & Operations) for supporting the day-to-day operation of the Student Union Game Room and assisting guests with checking out equipment and games, managing Game Room events, answering general questions, and promoting a fun environment. All duties will be performed in a friendly, professional, and courteous manner at all times.

DUTIES AND RESPONSIBILITIES
- Provide general Game Room information and pricing to students, staff and guests
- Manage and resolve guest complaints, receive suggestions/recommendations
- Maintain a comprehensive knowledge of billiards, table tennis, board and card games, arcade games and console gaming
- Open and close the Game Room daily
- Coordinate and run game tournaments for students, staff and guests, oversee events held in the Game Room
- Operate point-of-sale system to ring-up all game transactions
- Provide RebelCash and token refunds when necessary
- Open and close point-of-sale system, complete daily closing transaction report
- Check-out/in board and card games, billiard and table tennis equipment
- Maintain accurate daily log of equipment and game check-outs/ins
- Maintain accurate hourly guest counts
- Manage lost and found items
- Report game and equipment malfunctions, repair games and equipment as necessary
- Make recommendations for games, supplies and equipment purchases
- Maintain accurate inventory of games, supplies and equipment
- Attend all scheduled department meetings and trainings
- Uphold and enforce Student Union policies and procedures
- Perform other related duties as assigned

MINIMUM QUALIFICATIONS
Ability to perform all duties and responsibilities as outlined above. Must be a current UNLV student and maintain a cumulative GPA of 2.25 or higher and a semester GPA of 2.0 or higher. Prior guest service experience preferred with strong preference given to applicants with minimum one (1) year experience. Comprehensive knowledge of board, card, table, and video games strongly preferred. Cash handling and point-of-sale system experience strongly preferred.

Salary: $8.25 per hour (Max 20 hrs per week)
Estimated Hours of Work Per Week: 20
Contact Person: Israel Sandoval, Facility Coordinator
895-5668