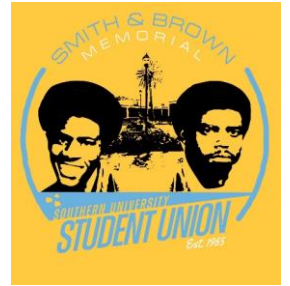


# Smith-Brown Memorial Union Student Worker Job Descriptions



## Bowling Alley

- Provide excellent customer service
- Report to work timely
- Greet all university constituents
- Oversee equipment, lights, and bowling paraphernalia during operating hours
- Ensure students and patrons are following Jaguar Lanes no-food policy
- Regularly update supervisor on damaged or missing equipment
- Operate cash register and as well as prepare deposits
- Document your findings in the binder
- Other duties may be assigned

## Game Room

- Provide excellent customer service
- Report to work timely
- Greet all university constituents
- Oversee use of equipment by students. This includes documenting and reporting any loses, damages, or incidents that occur during operating hours
- Account for all video game controllers, pool sticks, cue balls, ping-pong balls, ping-pong paddles, and any other game-related items at the end of shift
- Monitor the flow of traffic in and out of the game room
- Familiarize yourself with the games in order to provide assistance and support to students who may ask
- Maintain cleanliness of the game room throughout shift. Ensure the room is clean before departing
- Upon discovery, report all misplaced or lost items to the union staff
- Other duties may be assigned

## Information Desk

- Provide excellent customer service
- Report to work on timely
- Greet all university constituents
- Provide directions and general information related to Smith-Brown Memorial Union and Student Affairs
- Familiarize yourself with important events and questions frequently asked by students
- Report any damaged items or incidents that arise to supervisor as soon as possible
- Maintain an inventory of Lost & Found items submitted

- Other duties may be assigned

### **Food Pantry**

- Provide excellent customer service
- Report to work timely
- Greet all university constituents
- Document all incoming deliveries and donations upon arrival.
- Maintain inventory log of items consumed
- Notify supervisor of any visitors offering to donate items. Do not accept any items without consent of supervisor
- Stock all pantry items
- Maintain cleanliness of pantry and work area
- Other duties may be assigned

### **Computer Lab**

- Provide excellent customer service
- Report to work timely
- Greet all university constituents
- Ensure all computers are turned on during operating hours.
- Ensure all students have signed out of the computers before departure.
- Sign-in visitors and monitor their behavior during operating hours.
- Wipe down keyboards and mouse's several times throughout the day.
- Document and report any damaged items or incidents that arise to supervisor as soon as possible.
- Maintain cleanliness of computer lab and work area
- Other duties may be assigned

### **Union Workers**

- Provide excellent customer service
- Report to work timely
- Greet all university constituents
- Assist union staff and student workers in event setup and planning.
- Monitor student behavior throughout Smith-Brown Memorial Union and report any damages or incidents that arise to supervisor.
- Other duties may be assigned

