

**FRONT DESK ATTENDANT  
MAGGS PHYSICAL ACTIVITY CENTER  
SALISBURY UNIVERSITY  
JOB DESCRIPTION & DUTIES**

RESPONSIBLE TO:

Facility Coordinator, Facility Supervisor, Assistant Director of Campus Recreation, and the Director of Athletics and Campus Recreation

PURPOSE OF POSITION:

Responsible for ensuring that Salisbury University students, faculty, staff and UMES staff members are the only individuals utilizing Maggs Physical Activities Center. To provide a warm and inviting atmosphere for those individuals entering the facility.

DUTIES:

1. Supervise the main desk during assigned hours.
2. Enforce ALL facility policies and rules.
  - A. ID Swipe
  - B. Rules & Policies
3. Maintain, check, and clean the facility.
  - A. Trash
4. Anticipate potential risks of injury, take measures to remove them, and in the event of injury, have the ability to implement emergency medical procedures.
  - A. Skateboards/Rollerblades
  - B. Emergency Procedures
5. Be alert while students, faculty, staff, and visitors are entering the facility.
  - A. No Homework
  - B. Greet ALL with a Hello and a smile
6. Be visible to all users of the facility.
  - A. Provide users with any information desired about the facility
  - B. Uniform – no alterations
7. Maintain an updated CPR and AED certification.
8. Attend ALL staff meetings
9. Provide courteous service to all students, faculty, staff, and visitors that enter the facility.
10. Perform other duties as assigned