

Games Room

Evening/Weekend Supervisor Position Description

Title: Games Room Evening Weekend Supervisor

Supervisor: Assistant Director, Leisure Services

Pay Rate: \$9.25 - \$9.75/hour

Hours of Work: 20 Hours per week. Additional hours may be available during University break times and summer months.

General Responsibilities:

The Games Room Evening/Weekend Supervisor will be responsible for the Games Room operation and programs during evening/weekend hours and as assigned. Will have direct supervision of student employees on duty and will assist professional staff in the training and evaluation of the student employees.

Specific Duties:

- Coordinates and supports the efforts of other student employees on duty.
- Along with Game Room Assistant, performs all clean-up duties at the end of shift.
- Organize, set-up, and service of leagues, tournaments, and other programs during evening and weekend operations.
- Assists the manager in promotions and the marketing of the Games Room.
- Enforce policies and procedures of the SC Game Room and the Student Center.
- Supervision of the Amusement Game Area.
- Assists in the maintaining the cleanliness of the Games Room on a continuing basis or as needed.
- Inventory and stock all food/drink items at evening's end.
- Attends bi-weekly supervisor meetings.
- Attend monthly staff meetings and/or training workshops.
- Performs cash register readings during weekend operations.
- Responsible for cash bank issuance and dropping during evening/weekend operations and performs minor repairs of the bowling pin spotters in the absence of our full time mechanic and student mechanics.
- Assists Games Room Assistant with service counter operations at peak times.
- Lock up and secure Games Room at closing.
- Other duties as assigned by Manager of Leisure Services.

Qualifications:

- Currently is enrolled in good standing at the University of Houston main campus
- Professional etiquette and communication skills
- Ability to organize others and delegate tasks in the work place
- Should have previous experience in the department
- Available to work 12-20 hours weekly with a set schedule, including nights and weekends
- Able to work and interact within a diverse population of patrons