

Fitness Floor Attendant

Job Summary: Provide a high level of customer service while supervising the fitness floor, enforcing all policies, ensuring a safe/clean environment, and providing member assistance during shift.

Requirements:

- Must maintain a cumulative 2.0 GPA.
- Must be available to work 8-12 hours per week including occasional weekends.
- CPR/AED and Standard First Aid required within 60 days of employment.

Responsibilities:

- Welcome, greet, and provide assistance to fitness floor users.
- Monitor access to the fitness floor and enforce all policies to facility users.
- Actively supervise all patrons using the cardiovascular and weight training equipment to ensure safety.
- Responsible for completing opening, maintaining, and/or closing procedures.
- Maintain a thorough understanding of all policies and procedures concerning available fitness facilities and programs.
- Working special events and promotional opportunities that may take place on evenings, weekends, and outside the Health & Fitness Center.
- Must have the ability to teach patrons how to properly use and operate a variety of strength training and cardiovascular equipment.
- Complete all assignments on shift: cleaning and maintaining all equipment.
- Attend and actively participate in all mandatory staff meetings and trainings.
- Thoroughly complete all incident reports, report all injuries, vandalism, equipment needs and problems immediately to administrative staff.
- Handle any other duties as assigned by the administrative staff and supervisor.
- Must demonstrate leadership, communication and customer service skills and the ability to work with staff, students and members of a diverse background.
- A thorough knowledge and willingness to enforce all rules and regulations in a courteous, but firm manner.
- The ability to use mature judgment in an emergency.

Fitness Center work area policies:

- Do not do homework or read magazines during your shift.
- No friends are allowed behind the Fitness Center desk.
- Keep all work areas clean, neat and organized.
- No food allowed in the Fitness Center.
- Drinks are not allowed in the Fitness Center except for water in a clear, plastic, non-breakable, re-sealable container
- If the Fitness Center is not busy, find something to do (i.e. cleaning, maintenance, talking to members.)
- Keep all areas clean, neat and organized.
- Walk the Fitness Center floor frequently to monitor users.
- Make sure members keep all equipment in the Fitness Center and do not bring in any equipment from the outside.
- Always be attentive and ready to assist members.
- Sign and date all paperwork (i.e. Trouble reports, accident reports, cleaning log, trouble report log.)