

# Job Description

**Position:** Facility Attendant

## **Mission Statement of the Fitness Center:**

The Fitness Center strives to promote the campus community's personal wellness by offering programs and services that enhance physical, social, and emotional wellbeing. We aspire to create a community committed to enthusiastic, lifelong involvement in physical fitness for continued happiness and personal growth.

## **Job Duties and Responsibilities:**

- Greet and check in all Fitness Center members.
- Monitor all activities within the Fitness Center.
- Provide daily care and cleaning of all equipment.
- Enforce all Fitness Center policies and procedures in a consistent manner.
- Attend all staff meetings and trainings.
- Provide assistance to all members in a safe and helpful manner on basic use of equipment and interpretation of Fitness Center policies.
- Communicate regularly with the management of the Fitness Center and provide additional assistance when requested.

## **Qualifications:**

- Maintain an overall 2.0 GPA.
- Possess strong interpersonal and customer service skills.
- Must be respectable, responsible and a positive role model.
- Demonstrate a personal commitment to fitness and personal wellness.
- Possess a CPR/AED certification (will be offered through Fitness Center).

## **Terms of Employment**

- The academic year constitutes a term of employment.
- The rate of pay is minimum wage and a free membership to the Fitness Center.
- Facility Attendants are required to arrive to campus a few days before the start of the semester for staff training each semester.
- Facility Attendants may be required to work at both Fitness Centers, on weekends and early mornings.
- Feedback will be ongoing. If a situation arises that needs attention it will be addressed promptly and a time line for desired change will be established. In addition, all Facility Attendants will receive a midyear formal evaluation.
- Failure to meet the responsibilities of the position as stated in Fitness Center operations manual may be grounds for personnel action (i.e. written warning, employment probation or termination).

