

# **Job Description**

## **Department of Campus Recreation & Fitness**

**Position:** Facility Attendant – Fitness Centers

**Principle Function:** To monitor the fitness center space and provide customer service to the participants of the Fitness Center.

### **Job Duties and Responsibilities:**

- Greet and check in all Fitness Center participants.
- Monitor all activities within the Fitness Center.
- Provide daily care and cleaning of all fitness equipment.
- Enforce all designated policies and procedures in a consistent manner.
- Aid all members in a safe and helpful manner on basic use of equipment and interpretation of Fitness Center policies.
- Provide a welcoming environment to participants.
- Report and attend to emergency situations within the facilities.
- Complete assigned documentation.
- Attend all staff meetings and trainings.
- Communicate regularly with the leadership team of the Fitness Center and provide additional assistance when requested.

### **Qualifications:**

- Must maintain an overall 2.0 GPA and be a current SUNY Oswego student.
- Possess strong interpersonal and customer service skills.
- Must be respectable, responsible, and dependable.
- Possess a CPR/AED certification (will be offered through Campus Recreation & Fitness during employment).

### **Terms of Employment**

- The academic year constitutes a term of employment.
- The rate of pay is minimum wage.
- Employees are required to arrive to campus a few days before the start of the semester for staff training each semester.
- Employees may be required to work at both Fitness Centers, on weekends and/or early mornings.
- Feedback will be ongoing. If a situation arises that needs attention it will be addressed promptly and a timeline 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 the operations manual may be grounds for personnel action (i.e., written warning, employment probation or termination).