

## **Job Description**

### **Position Title: Fitness Center Attendant**

**Location:** Fitness Center, Building 23, Lakewood Campus

**Department:** Student Life

**Reports to:** Manager of Student Life

**Hourly Rate:** \$17.00 hour

Fitness Center Attendants are primarily responsible for providing a clean and safe workout environment for participants in the Fitness Center. Fitness Center Attendants will create an inclusive, welcoming, and safe environment for patrons and ensure patrons are following all policies. They will be trained in CPR/AED and First Aid and work closely with the Manager of Student Health and Wellness and the Department of Student Life professional staff.

### **Job Description:**

Fitness Center Attendants are primarily responsible for providing a clean, safe, and helpful workout environment for the users in the Fitness Center. Attendants will assist in proper equipment usage and respond to any incidents or accidents. Fitness Center Attendants work, on average, 8-12 hours per week and is dependent on center hours and attendant availability. Fitness Center Attendants may be able to work up to a maximum of 19 hours per week.

### **Job Responsibilities:**

- Ensure a safe workout environment through **regular** circulation of the fitness center
- Ensure all policies and procedures of the facility are enforced
- Have knowledge of fitness equipment
- Keep the fitness center floors clean and make sure all weights and equipment/benches are in their proper place
- Clean equipment according to the assigned zone area/schedule and **submit** report to Manager of Student Health and Wellness
- Inspect and monitor the facility for safety, cleanliness, availability of cleaning solutions and towels
- Be on the floor in proper uniform and ready to work at the start of the shift
- Follow opening and closing procedures
- **Check-in** all users based on Fitness Center procedures and policies, including verifying student eligibility and employee memberships
- Execute emergency procedures when necessary
- Report any incident of injury, theft, or broken equipment to the Manager of Student Health and Wellness
- Have knowledge of the Student Life programs and services in order to assist patrons
- Communicate effectively with all peers and **department staff**
- Assist in the planning and facilitation of health & wellness programming initiatives
- Participate in the Student Life Summer Training Series

### **Other Duties Assigned:**

- Check out various equipment items to patrons
- Administrative tasks as assigned
- Communicate effectively with and complete tasks assigned by the Manager of Student Health and Wellness and/or department staff