



Excelsior Springs Parks, Recreation & Community Center

Job Title:	Fitness Attendant I	Job Category:	Job Category
Department/Group:	Community Center	Supervisor:	Fitness Coordinator
Location:	Excelsior Springs Community Center	Closing Date:	Open until filled
Level/Salary Range:	\$12/hour	Position Type:	Part-time Position

Job Description

GENERAL PURPOSE:

- The Fitness Attendant is responsible for working the fitness desk area, cleaning fitness equipment, instructing effective and safe use of fitness equipment and ensuring orderly operation of the fitness floor.

ESSENTIAL JOB FUNCTIONS:

- Ensure a safe workout environment through constant circulation of the fitness floor
- Ability to answer basic fitness questions and have extensive knowledge of the equipment and proper workout technique
- Be available to set up any user on any piece of equipment or weight machine and properly provide spots to users
- Keep the fitness floor clean and make sure all weights are in their proper place
- Assist in making sure weight benches and machines remain in the proper location
- Clean equipment and fitness floor according to the cleaning schedule
- Aid the Shift Supervisor when checking in group exercise classes during peak times
- Enforce all ESCC policies and procedures
- Execute emergency procedures when necessary
- Maintain a clean and safe environment by monitoring the facility constantly and addressing any safety or cleanliness issues immediately
- Attend scheduled staff meetings and trainings
- Communicates effectively with th leadership team, peers, and members
- Instruct members on how to use both cardio and strength equipment while performing client fitness orientations
- Support and assist the staff as requested
- Keep a neat and clean appearance and wear the approved uniform.
- Be responsible for reading, understanding and following the guidelines of the Excelsior Springs Community Center manual
- Be positive, approachable, friendly and always willing to assist customers
- Constantly updating one's self on new information and changes occurring throughout the facility.
- Exercise good interpersonal skills by gladly assisting other to accomplish the work of the organization, even if it is outside the scope of regular duties.
- Perform public relations tasks such as answering phones and responding to inquiries from the public
- Act in a dependable manner by meeting schedules and deadlines, adhering to policies and procedures and maintaining an excellent attendance record.
- Enforcement of facility policies and City rules and regulations
- Other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Current CPR/AED certification and basic first aid training is required. (Can be received as on the job training)
- Ability to work nights and weekends, with irregular hours

PREFERRED SKILLS:

- Must be at least 16 years of age.
- Must have good communication skills including phone skills.
- Able to make independent and sound decisions in a fast paced environment.
- Highly organized, detail, and goal-oriented.
- Able to work with diverse groups of people in a friendly and consistent manner.
- Able to reflect a positive attitude and provide excellent customer service.
- Basic math skills in handling fees.

ADDITIONAL NOTES

The physical demands described here are representative of those that must be met by an associate to perform the essential functions of this job. While performing the duties of this position, the associate is regularly required to stand, walk, and communicate with members, program participants, guests, vendors and associates. Reaching above shoulder heights, below the waist or lifting as required to store materials, move basketball goals, and other duties throughout the workday. The associate may occasionally lift and/or move up to 50 pounds. Proper lifting techniques required. The associate may be required to assist in case of emergency situations with members and program participants related to CPR/First Aid procedures.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time