

Job Title: Gym Attendant

Department: Multipurpose Building (MPB)
Reports to: Athletic Complex Manager
FLSA Status: Non-exempt
Age Requirement: 18+
Workweek: Fluctuating days, hours, weekends, holidays
Effective Date: January 2024



Job Description

Summary

The **Gym Attendant** will staff the Multipurpose Building and facilitate day to day operations as a fitness facility during normal business hours. The main goal is to ensure a safe and efficient exercise environment for the patrons of the facility. The Gym Attendant will also support activities and events that are officially scheduled to take place in the Multipurpose Building. Staff will collaborate with the guests and other departments and will provide support in the building's use as an event center.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Ensure that all patrons sign in at the front desk.

Explain and enforces safety rules and regulations of the facility.

Inform patrons of rules concerning dress, conduct, or equipment and enforce rules as necessary.

Monitor and document the use of all sporting equipment by patrons.

Explain and demonstrate use of apparatus and equipment.

Observe guests to detect and correct mistakes according to the Manual Therapy & Personal Trainer's Scope of Practice.

Assist during events.

Keep account of all keys used to unlock secure restricted areas of the building.

Keep record of equipment that is allowed to be signed out.

Patrol facilities to detect damage to facilities and reports damages to appropriate authority.

Maintenance and cleaning of the facility certain areas including; The main gym floor, all floors and equipment, all glass inside and outside of the building, all equipment downstairs, sauna rooms, storage rooms, and front desk office area.

Remove trash from building to the dumpster as needed.

Launder fitness towels.

Submit the necessary work orders to the department manager for repair of equipment.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Use of Technology - Demonstrates required skills for computer, audio/visual equipment setup

Project Management - Communicates changes and progress; completes projects or assigned tasks on time; assists in managing project team activities.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Communications - Expresses ideas and thoughts verbally; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Managing Customer Focus - Monitors customer satisfaction.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Written Communication - Writes clearly and informatively; able to read and interpret written information.

Change Management - Communicates changes effectively.

Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others.

Visionary Leadership - Displays passion and optimism.

Performance Coaching - Sets goals and objectives; gives performance feedback; motivates for increased results; encourages training and development.

Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.

Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; supports affirmative action and respects diversity.

Adaptability - Adapts to changes in the work environment; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Achievement Focus - Demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities.

Personal Appearance - Wears uniform and name tag at all times; keeps self well groomed.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time; stays for the duration of scheduled shift.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; presents ideas and information in a manner that gets others' attention.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently.

Quality - Applies feedback to improve performance; monitors own work to ensure quality.

Quantity - Completes work in timely manner; works quickly.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Excel Spreadsheet software; Internet software; Word Processing software and Publisher Design software.

Certificates, Licenses, Registrations

On-the-Job training and attend training as required to work for CDEC. Anti-Terrorism Awareness Certificate. Valid Driver's License when operating CDEC vehicles. First Aid/CPR/AED. CDEC may assist with obtaining some trainer certification. Restrictions apply.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk and talk or hear. The employee is frequently required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical fitness equipment. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Acknowledgement

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions described herein, under any and all conditions as described.

Employee Signature _____

Printed Name _____ Date _____
