Weight and Cardio Attendant

Hours: 5 - 15 hours/week
REPORTS TO: Intramural Coordinators; Campus Activities Office Staff (Director/Graduate Assistants)

MINIMUM QUALIFICATIONS:
Education: Must be currently enrolled
Certifications: None Required; CPR/AED is a plus
Experience: prior customer service position is a plus

REQUIREMENTS:
- Must be able to attend fall training session in August.
- Great customer service skills
- Effective verbal and written communication skills
- Flexible work schedule
- Basic computer knowledge a plus.
- Excellent customer service skills
- Ability to lift at least 25 lbs
- Available for day, night, and weekend shifts

RESPONSIBILITIES:

Facilities:
- **Be alert and visible to all users of the facility!**
- Maintain reception area (ie. answering of phone, sign-in, etc)
- Maintain appropriate volume and content of music and televisions
- Keep equipment clean and organized - return weights to proper locations within the weight room.
  - Weights should be removed from the floor and bars when finished with a machine
  - Mirrors should be cleaned
- Keep room clean, tidy, and safe – vacuum or mop as needed; dispose of trash
- Maintain clean work areas
- Educate and enforce all policies and rules (appropriate clothing and footwear, bag storage, workout etiquette, etc.)
- Anticipate potential risks of injury, and engage with appropriate procedures in the event injury does occur.

Service:
  - Attend to patron’s needs and answer questions
  - Be friendly and helpful with guests and visitors
  - Keep participants safe – assist as necessary with weight or cardio equipment
  - Attend all staff meetings and training sessions
  - Obtain proper identification from patrons for facility usage
  - Report broken or unusable equipment to Coordinator
  - Update bulletin boards or other information areas
  - Other duties as specified

Physical Demands:
  - Moderate to loud noise at times
  - Occasional bending, lifting or spotting
  - Standing or walking during the shift

SPECIAL REQUIREMENTS:
Uniform: One staff shirt per year provided by the department. Staff shirt must be worn at all times during shift.
Work Schedule: Flexible Hours.
Prerequisite: 15 Day Employment Probationary Period
Salary: Federal Work Study