

# 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