

Excelsior Springs Community Center

Fitness Center Attendant

Description

Responsible for working the fitness desk area, cleaning fitness equipment, Group Fitness equipment and greeting customers. Additional responsibilities will include but not be limited to keeping the Fitness Center area clean and assisting guest on the equipment in the area.

Responsibilities

- Clean fitness center equipment, including, but not limited to, strength equipment, cardio equipment, free weights fitness flooring, equipment mats and carpets.
- Provide great customer service for members and guests
- Instruct guests on how to use both cardio and strength equipment while performing client fitness orientations
- Support and assist the staff (Fitness Supervisor and Personal Trainers) as requested.
- Keep a neat and clean appearance and wear the approved uniform.
- If unable to work due to illness or emergency, find your own sup to cover and notify the Fitness Supervisor and Supervisor on duty.
- Finding your own sub once the schedule has been posted.
- 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
- Attend staff meetings as requested by the Fitness Supervisor
- Constantly updating one's self on new information and changes occurring throughout the facility.
- Utilize resources and problem solving skills
- Maintain a clean and safe environment by monitoring the facility constantly and addressing any safety or cleanliness issues immediately.
- 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.
- Check in out fitness equipment.
- 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
- Report problems, suggestions, or equipment issues immediately to the direct supervisor.