

Position Posting
CITY OF MIDDLEBURG HEIGHTS
An Equal Opportunity Employer

JOB TITLE: Fitness Attendant
DEPARTMENT: Recreation
IMMEDIATE SUPERVISOR: Program Coordinator
JOB CLASSIFICATION: Part Time Non-Exempt
POSITIONS SUPERVISED: None

POSITION DESCRIPTION

With supervision from the Program Coordinator, the Fitness Attendant is primarily responsible for providing a clean, safe and helpful workout environment for the users of the Community Center, as well as providing assistance to those working out. Additionally, the Fitness Attendant will be responsible for cleaning/sanitizing assigned areas and assisting with fitness orientations. The Fitness Attendant is responsible for monitoring the entire fitness area / track to ensure the safety of users, and to make sure children that are using equipment/track are of proper age. The Fitness Attendant also notifies supervisors when equipment needs repairs or cleaning products need to be replenished. This position will also need to answer questions on proper usage of all equipment, and to enforce all rules and policies of the Recreation Department.

The ideal candidate for this position should meet the following minimum criteria:

- High School graduate or equivalent
- 21 years of age or older
- Requires a passion for fitness
- Knowledge of basic level fitness equipment usage and exercise
- Desire to motivate others to live a healthy and active lifestyle
- Experience working in a fitness or recreational facility preferred
- Previous experience working in a customer-oriented environment required

The schedule is a flexible schedule and requires mornings and evenings and Sundays not to exceed 25 hours per week.

If interested in applying, please complete an employment application at the Middleburg Heights Community Center. The link below can also be used to print the application and submit it at the front desk of the Community Center.

https://middleburgheights.com/MBH_2020/wp-content/uploads/2020/06/Rec-Dept-Job-Application.pdf

Questions about this posting may be emailed to jminch@middleburgheights.com.

Job Description
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JOB TITLE:	Fitness Attendant
DEPARTMENT:	Recreation
IMMEDIATE SUPERVISOR:	Program Manager
JOB CLASSIFICATION:	Part time non-exempt
POSITIONS SUPERVISED:	None
PAY GRADE:	3 (\$10.00 - \$15.00/hour)

BASIC FUNCTION:

With supervision from the Program Coordinator, the Fitness Attendant is primarily responsible for providing a clean, safe and helpful workout environment for the users of the Community Center, as well as providing assistance to those working out. Additionally, the Fitness Attendant will be responsible for cleaning/sanitizing assigned areas and assisting with fitness orientations. The Fitness Attendant is responsible for monitoring the entire fitness area / track to ensure the safety of users, and to make sure children that are using equipment/track are of proper age. The Fitness Attendant also notifies supervisors when equipment needs repairs or cleaning products need to be replenished, to answer questions on proper usage of all equipment, and to enforce all rules and policies of the Recreation Department.

QUALIFICATIONS:

- High School graduate or equivalent
- 21 years of age or older
- Requires a passion for fitness
- Knowledge of basic level fitness equipment usage and exercise
- Basic computer, typing and clerical skills
- Basic level written and verbal communication in the English language is required
- Ability to multi-task and work independently
- Desire to motivate others to live a healthy and active lifestyle
- Experience working in a fitness or recreational facility preferred
- Previous experience working in a customer-oriented environment required
- Ability to work well on a team and provide excellent customer service

JOB RESPONSIBILITIES:

- Fitness Center Operations
- Greet members and guests to the Fitness Area
- Maintain cleanliness / sanitization of fitness areas, equipment, and track
- Ensure all doors, locks, and rooms are closed and secured
- Monitor appropriate usage and enforce rules, policies, and procedures
- Assist new members and guests with proper fitness equipment function and operation
- Have a knowledge of all offerings for group fitness, personal training and other programs
- Develop and maintain effective and positive working relationship with supervisors and co-workers
- Create an inclusive environment for all people

- Maintain a positive environment for employees, members, guests, and participants
- Respond to emergency situations and apply appropriate safety and security precautions
- Execute emergency procedures when necessary
- Recognize unusual or threatening situations
- Resolve conflict
- Maintain confidentiality
- Organize records
- Read, understand, and interpret manuals, documentation, rules, regulations, memos, letters, policies and procedures
- Be disciplined and reliable
- Respond to all internal and external customers within 24 hours
- Complete assignments and duties in a timely fashion and by established deadlines
- Organize, prioritize, and coordinate multiple tasks
- Ensure the safety of members and guests by keeping facility organized and offering direction on proper use of equipment
- Ensure compliance with safety standards
- Ensure a safe workout environment through constant circulation of the floor
- Be able to answer basic fitness questions and have knowledge of the equipment and proper usage
- Be available to set up any user on any piece of equipment
- Keep the fitness floor clean and make sure all weights and other equipment are in their proper location
- Assist supervisors in making sure weight benches and machines remain in the proper location
- Clean/sanitize all fitness equipment
- Clean/sanitize fitness area and track
- Ensure that cleaning supplies are replenished as needed
- Understands departmental goals, objectives, policies and procedures
- Enforce all building policies and procedures
- Report any incident of injury, theft, or broken equipment to the supervisor
- Inspect and log fitness equipment for defects, malfunctions, and other issues
- Attend scheduled staff meetings and trainings
- Complete assigned tasks in a thorough and timely manner
- Communicates effectively with the Program Manager, Building Supervisors and fellow peers
- Adherence to the employee handbook (which holds uniform guidelines, staff policies, expected behaviors and duties) is required
- Act in a professional manner at all times
- Adheres to posted job schedule while being punctual when reporting for duty and when returning from breaks
- Be prepared and organized
- Adhere to the required dress code at all times
- Possess the intellectual ability, judgment, stamina, and coordination necessary to normally complete daily assigned tasks within the workday
- Perform additional duties and assignments, as assigned

WORKING CONDITIONS:

The Fitness Attendant is required to work a flexible schedule, including days, nights, weekends, and holidays, or as directed. The incumbent should be able to travel within city; work inside; and be exposed to adverse environmental conditions including high temperatures, humidity, direct sunlight, allergens, and noise. On occasion the incumbent should be able to outside of the city, work outside, and be exposed to adverse environmental conditions including high and low temperatures; humidity, rain, and wet conditions; direct sunlight; wind; allergens; and noise.

PHYSICAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, sit; use hands to handle or feel and use office devices such as keyboard equipment; talk, and hear. The employee is frequently required to reach with hands and arms. The employee is required to stand, walk, stop, kneel, crouch, and crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally move and/or lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

*An individual who poses a direct threat to the health and safety of himself / herself or others in the workplace will not be deemed qualified for this position.