

Benson Alex Riseman
Weight Floor Attendant
Job Description

Position Details

The Weight Floor Attendants report directly to the Coordinator of Student Operations and work closely with other professional staff team members and student employees. The Weight Floor Attendants are responsible for the main day-to-day basic operations of the Riseman Fitness Center workout areas ensuring a superior level of cleanliness and safety at all times. The Weight Floor Attendants positions are filled by a formal application and interview process. The responsibilities of the Weight Floor Attendants include but are not limited to:

- Monitoring of designated weight floor areas to ensure equipment is being used safely and participants are enjoying the facility in a safe manner
- Enforcing policy when need be and educating participants on our building policies
- Acting as first responders to emergency medical situations
- Provides exceptional customer service by directing participants to where items are located in the building, and answering general questions about fitness equipment
- Completes cleaning tasks as assigned by our online platform, Connect2Concepts
- Re-racks weights up to 60 pounds and organizes various fitness accessory equipment
- Assists Group Fitness instructors before/after class with their participant sign-ins as need be
- Helps Facility Supervisors with any larger cleaning or organizing projects
- Aides participants on the weight floor by providing spotting (training is provided during employee onboarding)
- Maintains up-to-date CPR/AED/First Aid training.

Qualifications:

- A desire to learn and grow in terms of customer service skills and gym management
- Availability to work a minimum of 6 scheduled hours per week with flexibility to pick up other shifts when available. Weekend rotating shifts may be included]
- Can attend any and all staff trainings and meetings
- Strong written and verbal communication skills. Prompt to read and respond to emails
- Comfortable with conflict/resolution skills with desire to learn more
- Physical requirements include but are not limited to: reaching, stooping, bending at the waist, kneeling, pushing, and pulling. Must be able to lift and move at least 60 pounds
- Possession of CPR/AED/First Aid certificate or willingness to obtain one upon employment

Campus Recreation Staff Memorandum

Please read the following thoroughly and carefully. This memorandum contains the basic expectations and requirements for our team at the Riseman Fitness Center.

Responsibilities and Duties

- Enforcing all facility policies and procedures and safety
- Acting as a secondary responder to any medical emergencies & maintaining up-to-date FA/CPR/AED
- Completing cleaning and administrative tasks during every shift
- Providing exceptional customer service & fostering a welcoming environment to all participants
- Having familiarity with all the equipment and fitness areas in the facility
- Developing respectful relationships with all Campus Recreation Staff
- The use of personal technology (cell phones, earphones, laptops) or engaging in non-work activities (homework, etc.) is **NOT** permitted when working

Work Schedule and Availability

- Required to work at least 2 shifts per week, with flexibility to pick up additional shifts as needed. Weekend shifts are included.
- Commitment to this role is for at least the duration of the semester or the academic year (fall & spring).
- Fitness Center hours fall/spring: Mon. through Fri. 6:30am-10pm, Sat. 9am-7pm, & Sun. 12pm-10pm.
- Fitness Center hours summer: Mondays-Thursdays 11am-7pm (shift times: 10:45 am – 3pm, 3 – 7pm), & Fridays-Sundays 12-5pm (shift times: 11:45 am – 2:30 pm, 2:30 – 5 pm).
- The work schedule is a fixed schedule, changing only due to class changes, athletics, or other extenuating circumstances.
- Summer: The work schedule is a fixed schedule but does rotate week-to-week/month-to-month based on requests off prior to the schedule being made (May-June published, then July/August published second week of June)
- Each employee is responsible for their scheduled shifts. In case of inability to work a shift, the employee is accountable for finding a replacement in advance.
- **Work schedules start and end dates **subject to change*:**
 - **Fall** work schedule begins the Friday before classes start (modified hours Friday 10am-5pm, regular hours begin Saturday) and closes Friday/Move-out Day after finals.
 - **Spring** work schedule begins the Saturday before classes start and ends the Saturday/Move-out Day after finals week.
 - **Summer** work schedule begins on Sunday, two weeks after the spring schedule ends and the summer schedule ends 2 weeks prior to the fall semester.

Attendance and Communication

- Proper, timely communication is required of the team here to ensure successful operations.
- Each team member is expected to review all communication sent out from Campus Rec professional staff and student leadership and to proactively reach out to their supervisors and pro staff.
- As advanced as possible communication is expected from our team. Last-minute communication is only acceptable due to extenuating circumstances (e.g., a flat tire on the way to work, etc.). As soon as a team member knows something conflicts with work and is safe and able to let us know, we expect to know.
- Unexcused absences, such as missing work on holidays when the fitness center is open (e.g., Halloween, Super Bowl, Gasparilla, Memorial Day, etc.), are **not permitted**. Excused absences require proper communication with the necessary parties. Documentation is sometimes required to prove validity of claims.
- Team training: *During the fall/spring semester*, there are roughly 3 training meetings required by all team members. *For the fall, every team member* is required to attend one all-team training *during the week prior to the start of the semester. For the fall, spring, and summer*, new team members will complete a *virtual orientation via Canvas prior to their first shift*. Training initiatives also take place during shifts, including reading weekly updates via a whiteboard & emails, etc.