

## Job Description

**JOB TITLE:** Fitness Attendant (Part Time)

**DEPARTMENT:** Fitness

**REPORTS TO:** Fitness & Wellness Director

**UPDATED:** 2/2026

**FUNCTION:** Responsible for member service, operations, enforcing policies, cleanliness in the Fitness Center

### Essential Job Functions:

- Assist in supervision and safe operation of the fitness center
- Respond to emergency situations in the fitness center, group fitness studio, or other area as needed
- Greet members and guests and maintain a professional demeanor at all times
- Perform daily cleaning of equipment and workout spaces; laundry of towels used to clean equipment
- Enforce all fitness center and facility policies with kindness and tact

### Other Job Functions:

- Attend scheduled shifts on time and appropriately attired
- Work as a team with other staff to ensure coverage of the fitness center. Willing/available to sub shifts
- Assist guests in obtaining information & provide basic instruction on equipment usage

### Skills:

- Willingness to carry out the mission of the Gordon Jewish Community Center
- Be able to respond to calls, texts and/or emails in a timely manner
- Ability to work independently, utilize initiative, be organized and meet deadlines
- Ability to be able to react calmly and effectively in emergency situations
- Ability to operate or learn to operate all fitness equipment and entertainment options on equipment
- Willingness and ability to actively engage members in dialogue and relationship building

**Equipment:** Strength machines, weight plates and dumbbells, cardiovascular equipment, cleaning supplies, washer and dryer, walkie-talkie radio, AED/Oxygen tank/First Aid supplies

**Shifts:** Assigned within operating hours (see below), normally 2 or more regularly assigned shifts per week, with possible additional shifts up to 30 hours/weekly. Subbing for other staff for other shifts upon occasion is also expected as this is a team environment.

**Facility hours:** Monday-Thursday 5:30am-8pm, Friday 5:30am-5:45pm, Sat/Sun 8am-4:45pm.

**Attire:** GJCC provided staff shirt(s), appropriate footwear (tennis shoes or similar), solid colored workout pants or shorts (no shorter than 2 inches above the knee). Female staff may wear capri pants.

### Physical Requirements:

- Lifting (ability to lift up to 50 pounds)
- Pushing/Pulling
- Squatting/Bending
- Walking
- Hand /Finger Dexterity
- Voice /Speech
- Hearing (may utilize aid)
- Vision (may be corrected)

### Safety Requirements:

- CPR/AED/First Aid certified prior to hire (AHA, Red Cross, Ellis, ASHI, etc.)

### Prior Experience:

- Wellness experience preferred but not required. College coursework in health and sport sciences a plus.

### Education:

- High school diploma or GED required. 18 or older. College preferred.

### POSITION DESCRIPTION ACKNOWLEDGEMENT

Employee name (please print) \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_