



OPERATIONS

JOB DESCRIPTION

Title:	Fitness Attendant
Department:	Fitness
Supervisor:	Fitness Supervisor
Position Type:	Hourly, Non-Exempt
Pay:	\$16.00 - \$17.00 per hour

OVERVIEW:

Fitness Attendant will provide personal attention to every person from a warm welcome at the front desk to a detailed tour of the facility as needed. This position is the face and smile of the fitness center. The Fitness Attendant will also be responsible, in conjunction with the Fitness Instructors, for maintaining a neat, clean, and presentable center at all times.

ESSENTIAL DUTIES:

1. Must greet members and guests promptly using name recognition and in compliance with Glacier standards.
2. Maintain a positive, professional, success-driven, and customer service-oriented attitude.
3. Schedule group fitness class reservations.
4. Issues key cards and update unit access for members and resort guests.
5. Ensure towels, water, equipment sanitary wipes are stocked.
6. Ensure proper sign-in procedures are being adhered to at all times.
7. Provide administrative support by answering the phone, creating, and maintaining reports along with any other support needed.
8. Maintain cleanliness of the Fitness Center by completing opening/closing duties and maintaining general organization.
9. Take an active role in maintaining a neat, clean, and presentable club.
10. Enforce all rules and regulations of the facility and local health department.

QUALIFICATIONS:

1. High school diploma or GED equivalent preferred
2. Must have an outgoing and friendly personality and a clean, neat appearance.
3. Current CPR and First Aid Certification preferred
4. Effective communication and interpersonal skills
5. A friendly and energetic personality with a service focus
6. Availability to work flexible shifts
7. Ability to work in an environment that has constantly changing priorities