



JOB ANNOUNCEMENT



P/T FITNESS CENTER ATTENDANT PARKS AND RECREATION

Posting Date:	March 18, 2016	Job Code:	PT-FCA-302
Date Available:	Immediately	Grade:	0001 – Non-Exempt
Closing Date:	Open Until Filled	Pay Range:	Hourly: \$8.00

**APPLY IN PERSON AT:
CITY OF GAINESVILLE CIVIC CENTER
830 GREEN STREET, GAINESVILLE 30501**
For additional information about this position or the application process, call 770-531-2680.

This position is classified as safety-sensitive. Incumbent will be subject to random drug/alcohol testing.

JOB SUMMARY

Responsible for working the fitness center counter area, cleaning fitness equipment, greeting customers, answering the phone, and registering people for training and fitness classes. Additional responsibilities will include but not be limited to, assisting/training guests on fitness equipment, keeping the fitness center clean, and maintaining standards in accordance with Frances Meadows, Agency, and City policies.

Essential Duties and Responsibilities include the following; however, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR JOB RESPONSIBILITIES

Clean fitness center equipment, including but not limited to, strength equipment, cardio equipment, free weights, fitness flooring, equipment mats and carpets, mirrors, etc.

Provide great customer service for members and guests

Instruct guests on how to use both cardio and strength equipment while performing client fitness orientations

Enforce all facility rules and policies in a firm, consistent manner.

Maintain constant surveillance of patrons in the facility. Be constantly alert and aware of dangerous situations.

Completion and submission of required forms in a timely manner and always by the end of shift.

Keep a neat and clean appearance and wear the approved uniform

Wash, fold, deliver and collect towels for members and guests

Be able to work days, evenings and weekends a minimum of three shifts per week

Perform lifesaving responsibilities in accordance with American Red Cross and Agency policies.

Maintenance/sanitation duties as assigned. Cleaning chemicals will be used.

Maintain order in all areas of the fitness center.

Maintain assigned post unless relieved by an authorized and certified replacement.

There should be no personal conversations while on duty.

Assist in cleaning of locker rooms, restrooms, fitness center, etc. on a daily basis.

Act immediately and appropriately to secure safety of patrons in the event of emergency.

Inspect the facility on a daily schedule and report any unsafe conditions or equipment.

Notify the appropriate supervisor of intended absences (availability)

Know how to operate and care for equipment to manufacturer's specifications and/or with the specified parameters.

Support and assist other staff as requested

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skills, and Abilities:

Fitness equipment and general knowledge of fitness and exercise principles

Clerical practices and standards

Demonstrate professional public relations skills, effective interpersonal and communications skills

Prioritize tasks

Operate office machines and equipment

Operate cash drawer

Be able to be trained on new techniques and job responsibilities

Problem solve

Ability to read and comprehend simple instructions, short correspondences and memos.

Ability to write simple correspondence.

Ability to add, subtract, multiply and divide using whole numbers, common fractions, and decimals.

Ability to compute rates, ratios and percentages.

Ability to lift objects 10-20 pounds.

This job announcement should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification.

❖ THIS IS A PART TIME POSITION AND NOT ELIGIBLE FOR BENEFITS ❖

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.



The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.
