Position Description

JOB TITLE: Facility Attendant  
DATE REVISED: February 16, 2012

CLASSIFICATION: Part-Time  
DEPARTMENT: Campus Recreation

REPORTS TO: Assistant Director, Facilities

Essential Responsibilities

Provide outstanding customer service to all members and guests. Act as a first responder to all incidents and emergencies. Responsible for cleanliness of facility, ensuring all fitness and weight equipment is clean and operational and enforce all policies while keeping members safe.

Specific Responsibilities

- Ensure cleanliness of entire facility.
- Assist patrons with concerns, questions and incidents/accidents.
- Assist the Facility Manager/Professional Staff with tasks as requested.
- Monitor and maintain trash throughout the facility.
- Ensure that all fitness and weight equipment is clean, organized and operational.
- Continually monitor and maintain disinfectant sprays on fitness machines.
- Ensure that all restroom facilities are sanitary, fully stocked and presentable.
- Enforce policies and procedures throughout the facility.
- Understand and demonstrate competencies in the department Emergency Action Plan.
- Ensure facility laundry is completed throughout the day.
- Check out single use equipment to members at the Equipment Issue Desk using CSI.
- Assist participants with spotting and other customer service concerns.
- Enforce all weight lifting policies.
- Assist patrons with lifts or spots.
- Ensure that facility space (mirrors, floors, windows, wall, etc.) are clean.
- Monitor track area and studio/programming spaces.
- Other duties as assigned

Minimum Requirements:
[The requirements listed below are representative of the minimum education and/or hands-on experience necessary to perform each essential responsibility.]

- Student degree at the University of Alabama at Birmingham
- Leadership and supervisory abilities.
- Ability to work independently.
- Knowledge of standard practices in recreational sports.
- Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.
Competencies:
[The competencies listed below are representative of the knowledge, skills, and/or abilities required to perform each essential function.]

Technical Competencies
- Proficiency with Microsoft Office suite.
- Use of CSI NG Software.

Human Relations:
Internal contacts include staff at all levels. External contacts include external customers and vendors. Contact involves troubleshooting, informing, exchanging information, negotiating, making recommendations, and giving information or instructions.

Work Environment and Physical Demands:
(The demands marked below are representative of those that will be required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please indicate below where reasonable accommodation may be needed.)

Work Environment
- Office environment/fitness center environment
- Moderate to loud noise
- Occasional evening or weekend work

Physical Demands
- Able to lift a minimum of 50lbs
- Standing or walking for at least 80% of the shift
- Repetitive wrist, hand, or finger movement (while operating computer equipment)
- Occasional bending, stooping
- Eye-hand coordination (keyboard typing)
- Hearing and talking

Employee Acknowledgement

By signing below I acknowledge that I have read and understand the purpose, essential responsibilities, minimum requirements, competencies, work environment, equipment, and physical demands required of my job as described above. Further, I acknowledge that if, because of a disability, I need an accommodation in order to perform the essential functions of my job, I will notify the human resources department, who will work with me to determine what, if any, reasonable and effective accommodation can be made. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. I understand that this is not an exhaustive list of all duties and responsibilities, and that Centers reserves the right to amend and/or change responsibilities to meet business and organizational needs

Employee

Date