



**Department:** Campus Recreation

**Job Title:** Facility Attendant

**Summary:**

Fitness Attendants are responsible for the daily operations of the fitness spaces in the Wake Forest Wellbeing Center. This position requires effective communication skills, the ability to resolve conflict, and must be able to work independently, as well as part of a team. Fitness Attendants must maintain constant situational awareness of potential risks while providing an all-inclusive and welcoming environment for all participants. Attendants are also responsible for maintaining the appearance and cleanliness of all equipment in the fitness spaces, as well as enforcing and maintaining facility policies and procedures.

**Essential Functions:**

- Greet and welcome participants with a smile and friendly attitude
- Provide quality customer service to all individuals including faculty, staff and students
- Positively represent Campus Recreation and Wake Forest University
- Ability to uphold, enforce, and clearly communicate facility rules and regulations; apply safe practices, hold users accountable
- Monitor, organize and clean designated fitness spaces. Maintain a safe and presentable atmosphere for participants
- Perform duties such as: lead equipment orientations, record equipment maintenance concerns or needs in log book, and opening/closing duties of fitness spaces
- Perform all scheduled work wearing Campus Recreation uniform and name tag
- Assist with the management of patron reservations
- Attend staff meetings, deep cleaning sessions, and required trainings
- Ability to adhere to regular attendance and timeliness of assigned shifts
- Assist staff members in moving or rearranging equipment as needed
- Ability to offering spotting and safety assistance to members for certain lifts per request
- Other duties as assigned

**Required Knowledge, Skills, Abilities:**

- Must be current or obtain First Aid/CPR/AED Certification or able to obtain within designated time period
- Able to work a minimum of 6 hours per week
- Able to work a minimum of one weekend per month

**Preferred Knowledge, Skills, Abilities:**

- Excellent communication, time management, and organizational skills.
- Energetic and outgoing personality
- Ability to multi-task
- Reliable, trustworthy and punctual
- Ability to lift at least 45 pounds.
- Exhibit enthusiasm and passion for a fitness environment and performing fitness related tasks

**Compensation/Incentives:**

Within the Department of Campus Recreation there are opportunities to assume additional responsibilities and promotion. All employees are eligible for met-based pay increase and performance-based incentives.

**Note:**

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

***Campus Recreation seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply.***

**Contact: Victoria Maness (manevr15@wfu.edu) for additional information.**