

Position Title: Fitness Center Worker
Department: West Salem Fitness Center
Reports To: Fitness Center Director
Approved By: Board of Education
Date: April 26, 2010

I. Summary: To open and close the fitness center and walking track during established hours of operation ensuring that patrons are safe while using the equipment and equipment is used properly and cleaned after use.

II. Essential Duties and Responsibilities:

- a. Open and close the facility at times assigned.
- b. Properly clean and store all equipment at the end of each shift.
- c. Empty all garbage, straighten the desk area, vacuum and clean cardio equipment as needed, lock all doors and file cabinet, turn off all fans, TV's, radio and lights before leaving.
- d. Collect and record all fees and place money in the appropriate location as directed.
- e. Update customer usage cards in the index box and computer files.
- f. Have new customers sign waiver forms and answer their questions about using
- g. the equipment properly.
- h. Supervise the walking track.
- i. Promote the Fitness Center and Fitness Center classes.
- j. Inform the Fitness Center Director of concerns and customer concerns for solution.
- k. Complete work orders for equipment repair when needed.
- l. Fill out your time sheet and hand them in on time.
- m. Inform the Fitness Center Director if you are unable to work your assigned shift.
- n. Ensure that all posted Fitness Center rules for use are followed by patrons at all times. Kindly inform violators and if repeated report violations to the Fitness Center Director for further disciplinary actions.
- o. As a representative of the school district, deal with the public and school.
- p. employees in a courteous and professional manner.
- q. Shall perform all other duties as the Fitness Center Director may determine.

III. Supervisory Responsibilities:

None

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

- A. Education and/or Experience
High school diploma,
- B. Certificates, Licenses, Registrations:
CPR, AED, and First Aid District provided training
- C. Language Skills:
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- D. Mathematical Skills:
Ability to read charts, graphs and compute sums.
- E. Reasoning Ability:
 - 1. Ability to define problems, collect data, establish facts and draw valid conclusions.
 - 2. Ability to interpret an extensive variety of technical instruction and deal with several abstract and concrete variables.
 - 3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public.
- F. Technology Skills:
 - 1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
 - 2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentations, and telecommunications.
- G. Other Skills and Abilities
Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.
- H. Physical Demands:
 - 1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
 3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object.
- I. Work Environment:
1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.