



CITY OF DES PERES JOB DESCRIPTION

Job Title:	Fitness Desk Associate (Year Round Position)
Department:	Parks and Recreation
Reports To:	Fitness Supervisor
Starting Pay:	\$9.00 per hour (not to exceed 29 hour average) DOQ
Availability:	Must be available for 3 shifts, approximately 15-20 hours per week
Hiring Shifts:	Monday – Friday: 5-9 a.m. Monday – Friday: 8 a.m.-1:30 p.m. Monday – Friday: 1-5:30 p.m. Monday – Friday: 5-9:45 p.m. Saturdays: 6:30 a.m.-11:15 a.m.; 11 a.m.-3:45 p.m.; 3:30 p.m.-8:15 p.m. Sundays: 8:30 a.m.-1:30 p.m.; 1 p.m.-6:15 p.m.

Summary

Responsible for working the fitness desk 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 keeping the Fitness Center clean and in line with Lodge Standards and assisting guests on the equipment in the Fitness Center. The City of Des Peres is an Equal Opportunity Employer. Reasonable accommodation will be provided as required by law.

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.

- Work a minimum of 3 shifts per week which may include evenings and weekends throughout the year (no seasonal positions available).
- Clean fitness center equipment, including but not limited to, strength equipment, cardio equipment, free weights, fitness flooring, equipment mats and carpets.
- Fold and wash towels in a timely manner for the front desk staff.
- Provide great customer service for members and guests.
- Instruct guests on how to use both cardio and strength equipment while performing client fitness orientations.
- Support and assist the staff (Fitness Supervisors, and Personal Trainers) as requested.
- Keep a neat and clean appearance and wear the approved uniform.
- Washing, folding, delivering and collecting towels for members and guests.
- Attend staff meetings as requested by the Fitness Supervisors.
- If unable to work due to illness or emergency, find your own sub to cover and notify the Fitness Supervisor and Supervisor on Duty as soon as possible.
- Finding your own sub once the monthly schedule has been posted.
- Be responsible for reading, understanding and following the guidelines of the Des Peres Parks and Recreation Department's Fitness Center Manual.
- Be positive, approachable, friendly, and always willing to assist customers.
- Selling Personal Training packages through Max Galaxy software.
- Constantly updates oneself on new information and changes occurring throughout the facility.
- Utilize resources and problem solving skills.
- Maintain a clean and safe environment by monitoring the facility constantly and addressing any safety or cleanliness issues immediately.
- Exercise good interpersonal skills by gladly assisting others to accomplish the work of the organization, even if it is outside the scope of regular duties.
- Perform public relations tasks such as answering phones and responding to inquiries from the public.
- Check in and out fitness equipment (such as the weight belts).
- Act in a dependable manner by meeting schedules and deadlines, adhering to policies and procedures and maintaining an excellent attendance record.
- Collect appropriate monies and fees for all sales and transactions.

- Enforcement of facility policies and City rules and regulations.
- Report problems, suggestions, or equipment issues immediately to the direct supervisor.

Supervisory Duties

None

Education and Experience Required

A high school diploma or equivalent preferred. Some college is preferred. Fitness experience preferred. One year related work experience is preferred. American Red Cross CPR and First Aid certification must be obtained within three months of employment.

Knowledge, Skills and Abilities

Knowledge of

- Fitness equipment and general knowledge of fitness and exercise principles
- Clerical practices and standards

Ability to

- Demonstrate professional public relations skills, effective interpersonal and communications skills
- Prioritize tasks
- Operate office machines and equipment
- Operate cash drawer
- Be trained on new techniques and jobs
- Work days, evenings and weekends a minimum of three shifts per week
- Problem solve

Language and Mathematical Skills

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.

Mental and Physical Demands described 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 meet these demands.

Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Regularly required to sit, stand, walk and reach with hands and arms. Must be able to see, speak and hear. The City of Des Peres is an Equal Opportunity Employer. Reasonable accommodation will be provided as required by law.

Work Environment

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud.