

## **CITY OF BRECKSVILLE**

### **Job Description**

**Job Title:** Front Desk Clerk - Fitness  
**Department:** Community Center  
**Reports To:** Fitness Center Coordinator  
**FLSA Status:** Non-Exempt  
**Approved Date:** July 3, 2019

#### **JOB SUMMARY**

Under general direction of the Fitness Coordinator, performs fitness attendant duties relating to Community Center programs, policies and procedures.

#### **CLASS CHARACTERISTICS**

This is a part-time clerical classification level that supports the programs and activities of the Community Center and Human Services.

#### **ESSENTIAL FUNCTIONS**

Greets members/ guests in a friendly manner.

Monitors all activity within the Fitness Area and Jogging track.

Performs all duties relating to the safety and activities of members exercising.

Certified in and able to perform CPR and AED (automated external defibrillator).

Answers questions related to Fitness machines and actions.

Provides a safe environment for weight-lifting and classroom actions.

Performs other duties as assigned, including light cleaning, organizing and member requests.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of Fitness Policies/ Building Policies, operations and procedures. Able to communicate with all ages in an effective way to enforce fitness rules and be courteous. Timeliness and self-starting skills to keep the Fitness Area running efficiently. Light cleaning of equipment and thorough awareness of all areas while working each shift. Ability to take initiative to assist members on equipment, if necessary.

#### **PHYSICAL DEMANDS**

This job requires constant movement between the two Fitness rooms and Fitness Classrooms. There may be a need to lift weights off of machines to place them back on racks. The employee must frequently lift and/or carry, push, pull, or otherwise move objects weighing up to 50 pounds. Occasionally lift heavier free weights. Assist members onto out of a fitness equipment. The employee must be able to administer CPR and AED, if needed, in an emergency situation.

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **WORK ENVIRONMENT**

Work is performed in the fitness area upstairs at the Community Center. It also includes the track and fitness classrooms. The noise level is moderate with music and machines in operation.

**EDUCATION AND EXPERIENCE**

This position is open to ages over 16 with a work permit from school. Individuals must be able to perform job responsibilities.

Selected applicants may be subject to, and must pass a physical, drug test, and background check.

**MISCELLANEOUS**

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.