

**TOWN OF COMOX
CLASS SPECIFICATION**

CLASS TITLE: FITNESS STUDIO ATTENDANT

NATURE AND SCOPE OF WORK

The Fitness Studio Attendant, under the direction and supervision of the Recreation Director, is responsible for the designated operations of the Fitness Studio. The Fitness Studio Attendant is responsible for the safety and control of the Fitness Studio and its customers.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Provides excellent customer service and maintains a welcoming environment.
- Instructs customers on the proper use of equipment.
- Ensures customers adhere to the Fitness Studio's code of conduct and expectations.
- Maintains the Fitness Studio, Annex and desk in a tidy and presentable manner.
- Sets up and monitors the equipment (keeps mileage logs).
- Cleans and maintains equipment (minor maintenance repairs & surface cleaning)
- Works with the maintenance team to ensure all equipment is in working order.
- Assists recreation management in the promotion and marketing of recreation programs and events pertaining to the Fitness Studio & Annex.
- Recommends the purchase of equipment.
- Carries out safe work practices and adheres to safety and other related regulations; ensures all facility rules, safety and fire regulations are adhered to; reports unsafe situations that may arise; implements emergency procedures as directed.
- Assists management in the delivery of fitness related services.
- Submits reports as requested. Maintains and updates a variety of statistical data pertaining to areas of responsibility.
- Performs backup functions and other related duties as may be required from time to time.
- Performs first aid.

REQUIRED KNOWLEDGE AND SKILLS

- Completion of Grade 12.
- BCRPA, ACE or equivalent, Personal Training Certification.
- Minimum of 2 years Fitness Studio/Weight Room supervision or equivalent .
- Excellent customer service, interpersonal, communication, organizational, time management and problem-solving skills.
- Ability to deal with people sensitively, tactfully, diplomatically and professionally at all times.
- Emergency First Aid CPR-C & AED (Basic)
- Ability to comprehend detailed instructions orally and in writing and implement company policies and procedures.
- Clean criminal record check.
- Ability to work well as a member of a team and independently.