

February 2013

**TOWN OF COMOX  
CLASS SPECIFICATION**

**CLASS TITLE: FITNESS STUDIO ATTENDANT - PART TIME**

**NATURE AND SCOPE OF WORK:**

The Fitness Studio Attendant, under the direction and supervision of the Program 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 patrons.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Provides excellent customer service and maintains a welcoming environment
- Instructs customers on the proper use of equipment
- Ensures customers are adhering to the Studio's code of conduct
- Maintains the Fitness Studio, Annex and reception area 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.
- Assists in the monitoring and scheduling of personal trainers
- 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.

**REQUIRED KNOWLEDGE AND SKILLS**

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