



**COLUMBIA UNIVERSITY**  
**DEPARTMENT OF INTERCOLLEGIATE ATHLETICS AND PHYSICAL EDUCATION**

<b>Job Title:</b>	<b>Weight Room Attendant</b>		
<b>Department:</b>	<b>Athletics</b>	<b>Salary:</b>	<b>\$15.00/hour (Effective Sept. 4th 2018)</b>
<b>Location:</b>	<b>Dodge Fitness Center</b>	<b>Supervisor:</b>	<b>Arielle Robinson</b>
<b>Job Description</b>			
<b>Essential Duties and Responsibilities</b> <ul style="list-style-type: none"><li>• Monitor Fitness Area, provide customer service, and ensure member's safety</li><li>• Enforce all Fitness Area policies</li><li>• Clean and maintain Fitness Area and Fitness Equipment (follow daily check list)</li><li>• Re-rack weights and keep fitness area organized</li><li>• Document and report all malfunctions and other operational hazards to Facilities Office</li><li>• Monitor any equipment that is out of order</li><li>• Retrieve towels from all locker room hampers ( Follow daily schedule)</li><li>• Attend all mandatory staff trainings and meetings</li><li>• Other duties as assigned</li><li>• Maintain the cardio Sheets</li></ul>			
<b>Required Qualifications</b> <ul style="list-style-type: none"><li>• Currently enrolled Columbia University Student</li><li>• Minimum of 6 months of customer service or related experience</li><li>• Able to lift at least 50lbs</li></ul>			
<b>Preferred Qualifications</b> <ul style="list-style-type: none"><li>• Work experience in sport or recreational related environment</li><li>• Experience and knowledge of Fitness Equipment</li><li>• Demonstrated leadership skills</li></ul>			