COLUMBIA UNIVERSITY
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS AND PHYSICAL EDUCATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Weight Room Attendant</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Athletics</td>
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<tr>
<td>Salary:</td>
<td>$15.00/hour (Effective Sept. 4th 2018)</td>
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<td>Location:</td>
<td>Dodge Fitness Center</td>
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<td>Supervisor:</td>
<td>Arielle Robinson</td>
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**Job Description**

**Essential Duties and Responsibilities**
- Monitor Fitness Area, provide customer service, and ensure member’s safety
- Enforce all Fitness Area policies
- Clean and maintain Fitness Area and Fitness Equipment (follow daily check list)
- Re-rack weights and keep fitness area organized
- Document and report all malfunctions and other operational hazards to Facilities Office
- Monitor any equipment that is out of order
- Retrieve towels from all locker room hampers (Follow daily schedule)
- Attend all mandatory staff trainings and meetings
- Other duties as assigned
- Maintain the cardio Sheets

**Required Qualifications**
- Currently enrolled Columbia University Student
- Minimum of 6 months of customer service or related experience
- Able to lift at least 50lbs

**Preferred Qualifications**
- Work experience in sport or recreational related environment
- Experience and knowledge of Fitness Equipment
- Demonstrated leadership skills