

# COLUMBIA RECREATION

## COLUMBIA UNIVERSITY

### DEPARTMENT OF INTERCOLLEGIATE ATHLETICS AND PHYSICAL EDUCATION

<b>Job Title:</b>	Recreation Attendant		
<b>Department:</b>	Physical Education and Recreation: Recreation Operations	<b>Wage:</b>	\$15.00/hour
<b>Location:</b>	Dodge Fitness Center	<b>Supervisor:</b>	Assistant Director and Director of Recreation Operations

#### Job Description

##### Essential Duties and Responsibilities

- Provide excellent customer service
- Inform patrons of building policies, operational protocols, and Open Recreation schedules
- Direct customers to various offices, recreation/athletic spaces, and meeting rooms
- Understand and uphold the overall goals of our Physical Education & Recreation Department (PEREC)
- Understand emergency protocols and take appropriate action in emergencies
- Regularly attend scheduled meetings and training sessions
- Arrive on time, dress in appropriate attire (uniform)
- Perform daily operational duties as assigned

##### The applicant will select one of two primary roles:

- Customer Service Attendant
  - Greet customers as they enter the building, enforce access policies, answer phone calls, respond to questions from members, and manage Squash Court and Cardio Equipment reservations
  - Operate washer and dryer, return Club Laundry bags, check out daily locker keys, member/club towels, sporting & fitness equipment, retrieve towels from the pool locker rooms
  - Maintain cleanliness and organization of Front Desk & Equipment Check Out locations
- Fitness Attendant
  - Monitor fitness area, and ensure member's safety, clean and maintain fitness area, including Tri Level Fitness Floors, Aerobics Rooms, Functional Fitness Studio, and other areas of responsibility
  - Maintain fitness equipment, re-rack weights, keep fitness area organized, and retrieve towels from all locker room hampers
  - Check-in procedures and monitoring of in-person, virtual, and/or simulcasted Group Fitness programs

##### Required Qualifications

- Currently enrolled Columbia University Student
- Available to work early mornings, afternoons, late nights, and weekends
- Customer service or related experience
- Must be task-oriented and have great attention to detail
- Extremely dependable and committed to their work
- Willing to learn and implement all rules and policies for Physical Education and Recreation
- Willing to follow and uphold COVID-19 policies and procedures, including University and city guidelines
- Able to lift up to 45 lbs