



COLUMBIA UNIVERSITY
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS AND PHYSICAL EDUCATION

Job Title:	Fitness Attendant		
Department:	Athletics	Salary:	\$15.00/hour (Effective Sept. 4th 2018)
Location:	Dodge Fitness Center	Supervisor:	Arielle Robinson

Job Description

Essential Duties and Responsibilities

- Ensure excellent customer service
- Inform patrons of building policies and building schedules
- Direct customers to various offices, athletic spaces, and meeting rooms
- Perform daily operations as assigned
- **Equipment room tasks:** Wash/dry towels, return club laundry loops, check out keys/towels/equipment, retrieve towels from the pool locker rooms.
- **Front desk duties:** Greet customers as they enter the building, answer phone calls, manage squash court reservations, and enforce entrance policies.
- Uphold the overall goal of our Athletic Department: to help each member reach their recreational and competitive goals while participating in a safe and friendly environment.

Required Qualifications

- Currently enrolled Columbia University Student
- customer service or related experience
- Able to lift up to 40lbs

Preferred Qualifications

- Work experience in sport or recreational related environment
- Experience and knowledge of fitness equipment
- Demonstrated leadership skills.