



We have an opening at the Jewish Community Center for part time **Fitness Floor Equipment Attendants** to join our team at our Creve Coeur location. All shifts are currently available (day, evening and weekend).

**Summary:** Position is responsible for day to day inspections and upkeep of equipment, this includes regular cleaning and executing smaller repairs, as directed by supervisor.

**Essential Functions:**

- Ensure all equipment is in working order: inspect equipment and power sources/cords for defects or malfunctions, utilize the Equipment Maintenance Log to communicate resolved and unresolved issues and repairs made, communicate and work with vendors directly to coordinate repairs. Report any issues via established protocol and resources. Ensure appropriate customer communication is in place by updating the communication log on all actions and efforts taken toward resolving documented issues. Execute regular preventative maintenance as needed and recommended by equipment manufacturers.
- Clean equipment daily: clean the floor, particularly under and around cardiovascular equipment; wipe down equipment pads and grips with disinfectant; dust off or wipe down all exterior surfaces of strength training equipment, raise treadmills and vacuum under decks.
- Re-rack all weights, bars, and attachments to maintain a neat, organized workout area.
- Provide quality customer service to our members: welcome all to the Fitness Center, provide encouragement/assistance in achieving fitness goals, answer questions, take messages, answer phone, assist with emergencies, provide members with information as needed, perform adjustments to TVs and viewing screens, and educate members about policies/procedures.
- Must be knowledgeable about all safety and emergency procedures for the equipment and for the J. Ensure member safety while on duty.
- Learn, follow, and enforce all JCC rules, policies and procedures. Follow departmental dress code policy.
- Be familiar with programs and equipment available at the JCC; share this knowledge with customers.
- Promptly open or close Fitness Center in accordance with established procedure.
- Process point of sale transactions and schedule appointments per procedure in CSI.
- Attend staff and departmental meetings as required.
- Other duties as assigned by supervisors.

**Minimum Qualifications:**

- High School Diploma or GED
- American Red Cross CPR/First Aid/AED for the Professional Rescuer certification is required. Training provided if necessary.
- Demonstrated ability to provide exceptional customer service is required.
- Must be able to effectively interact with a diversity of individuals.
- Prior experience in repair and overhaul of fitness equipment is preferred. Strong mechanical aptitude is required.
- Demonstrated proficiency in working with electronic equipment which includes: televisions, cardio theater systems and viewing screens.
- Must be able to communicate clearly and concisely both orally and in writing.
- Must demonstrate the ability to follow projects to completion while keeping stakeholders informed along the process.
- Physical effort is required to perform daily duties: lifting and moving weights up to 50lbs, bending, squatting, spotting, sitting, walking, and reaching.

For more information about the J, please see our website: [www.jccstl.org](http://www.jccstl.org) .

To apply for these positions please submit your resume, cover letter, availability, and completed application to [careers@jccstl.org](mailto:careers@jccstl.org) . Applications are available for printing on the Employment section of our website (note this is not an online application). Please indicate in the subject line of your email the title of the position you are applying for, "Fitness Floor Equipment Attendant-Creve Coeur" .

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-verify program.