

## Panther Community Fitness Center – Attendant Job Description – As of 05/31/17

1. Orientation for members
2. CPR, First Aid, AED certified; or willing to get certified as soon as possible
3. Knowledgeable on variety of proper techniques for use of equipment
4. At the beginning of each shift responsible for:
  - a. Arrive at least 15 minutes early
  - b. Verify members have signed in
  - c. Verify that the building is open at the Entrance D only
5. At the end of each shift responsible for:
  - a. Final equipment cleaning, including keys and wrist straps
  - b. Verify members have signed out
  - c. Verification that everyone has exited the building. District Staff are allowed to stay beyond the Community Hours.
  - d. Weight/cardio rooms are locked
  - e. Verify that all locker keys are accounted for
  - f. Verify building is locked
  - g. Don't close early unless instructed to do so
6. Be able to lift at least 60 pounds
7. Report directly to Lee Garrels (Supervisor of PCFC Attendants), if Lee is unavailable - Rodney Figueroa or Pam Tesch
8. If you're unable to cover your shift you must contact another PCFC attendant to cover for you. You must notify Lee of the staffing change.
9. You must complete an Employee Timesheet and turn it in on a bi-weekly basis to HR/Payroll
10. Uniform – you will be given PCFC Staff shirts (once our logo is determine) and you may pair that with knee length shorts or athletic pants
11. You will be given a District Staff list of all staff eligible to use the PCFC without charge. Their school ID will be their Membership Card.
12. Once the community members and School Board Members have completed their orientation you will give them their membership card. They will need this to access the PCFC in the future. You will also be provided with a Membership List.
13. You must have knowledge of the Rules and Regulations and apply them as needed
14. You will get a free membership with a commitment to work a minimum of 5 hours per week
15. You may not work out during your Attendant Shifts. You may *demonstrate* but not *participate*.

Description may be subject to change.