

The City of Whittier

PO Box 608 – Whittier, Alaska 99693
907-472-2327

JOB DESCRIPTION

GYM ATTENDANT

Non-Exempt, Hourly, \$14.00 - \$14.70

POSITION TITLE: GYM ATTENDANT
DEPARTMENT: PARKS AND REC
SUPERVISOR: ASSISTANT CITY MANAGER
CLASSIFICATION: TEMPORARY, NON-EXEMPT, HOURLY

POSITION SUMMARY: Under the supervision of the assistant city manager, ensures a safe workout environment through constant supervision of the gym floor and other duties as assigned. Must be available weekdays and weekends, both day and evenings as scheduled. This is an 8 hour per week position. Position is open until filled. Qualified applicants will be contacted for an interview.

ESSENTIAL FUNCTIONS: the following duties are typical for a gym attendant position. These are not to be construed as exclusive or all-inclusive; other duties may be required and/or assigned.

1. Punctual arrival for shift for opening/closing/preparation of facility and equipment.
2. Set up all equipment as needed.
3. Monitor gym facility, equipment, and participants.
4. Maintain a safe playing atmosphere and environment.
5. Light custodial services including but not limited to: dust mopping, removing trash from bleachers, tidying equipment, and cleaning spills.
6. Return the facility to original state at the end of gym session.
7. Being visible at all times during open gym.
8. Distribute first aid supplies as needed.
9. Exhibit a positive demeanor to supervisor, peers, the public, school staff and gym users at all times.

ESSENTIAL SKILLS:

1. Must have good oral and written communication skills. Must be able to speak clear English. Other language skills would be a plus.
2. Ability to work with minimal supervision, problem solve, and follow directions.
3. Demonstrate initiative, dependability, good judgement, tack, leadership, analytical skills, and the ability to work in a positive manner with the general public, School and City staff.
4. Quality customer service, working with groups of all ages (youth and adults).
5. Answer questions, promote positive community relations and represent the City of Whittier.
6. While performing the duties of this job, employee will be required to walk; reach with arms and legs; balance; stoop; reach; kneel; and possibly lift heavy objects repeatedly. The employee is frequently required to talk and hear; stand; use hands to handle, feel, and use equipment. Specific vision abilities required by this job include close vision and depth perception.
7. Ability to pass drug test and background check.

TO APPLY OR FOR MORE INFORMATION:

You may drop off or send a City Employment Application to:

City of Whittier
Attn: Annie Reeves
Assistant City Manager
PO Box 608
Whittier, AK 99693 asstmanager@whittieralaska.gov