

JOB TITLE: Fitness Center Attendant

WORK AREA: Fitness Center

AREA HOURS: M-F Anywhere from 7 a.m. to 9 p.m., Associates will work approximately 15-20 hours per week depending on school schedule.

JOB RESPONSIBILITIES, DUTIES:

- Check ID's
- Clean equipment
- Spot and help when needed.
- Educate students and staff on Fitness Center equipment!
- Must be able to lift at least 50 pounds!
- Keep the Fitness Center a fun and safe environment to work out in
- Help with Sport Center event setups and other duties as assigned as needed.

PERFORMANCE EXPECTATIONS/CONDUCT:

Student workers are expected to:

- Arrive on time and consistently attend scheduled shifts
- Record work hours promptly in eTime after each shift
- Communicate professionally and respectfully with coaches, staff, and students
- Maintain a helpful, approachable attitude and uphold RCTC's values and mission
- Demonstrate dependability, initiative, and attention to detail in all assigned tasks

Additional information:

- Turn in Payroll forms to be granted access to eTime via e-Services under Student Employment
- All hours must be recorded on eTime the day they are worked: <https://www.rctc.edu/eservices/>

NUMBER OF STUDENT'S NEEDED:

(Assume 10-15 hours per student.)

10-12 Academic Year

6 Summer (June-August)

TYPICAL WORK HOURS:

X Daytime X Evening ☐ Weekends

PERFORMANCE REVIEW:

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

TO INTERVIEW FOR THIS POSITION, CONTACT:
(Please Print)

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